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Federal Career Directory

The U.S. Government

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AMERICA

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United States
Office of
Personnel
Management

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JUNE 1990

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SEAL OF THE PRESIDENT OF THE UNITED STATES

> “There is nothing more fulfilling than to serve your country and your fellow citizens and to do it well. And that’s what our system of self-government depends on. And I’ve not known a finer group of people than those that I have worked with in government. You’re men and women of knowledge, ability, and integrity. You work hard, you sacrifice, you deserve to be recognized, rewarded, and certainly appreciated.”

G Bush

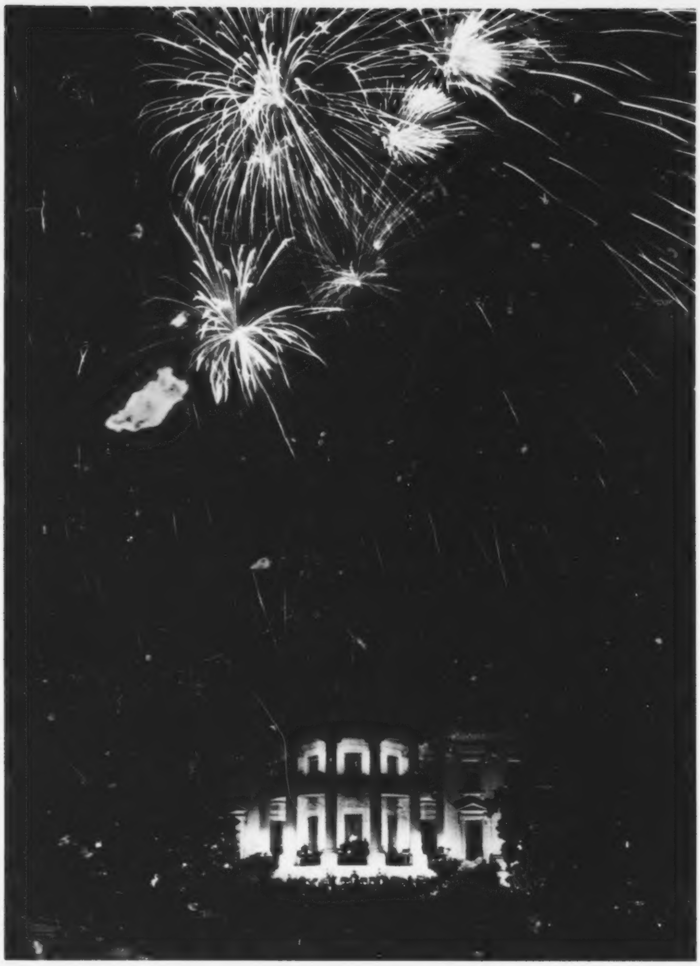
DIRECTOR'S MESSAGE

I am pleased to introduce the FEDERAL CAREER DIRECTORY. This contemporary resource serves as a reference guide for all those seeking information about Federal employment careers and benefits. It provides answers to the most commonly asked questions about Federal employment.

The Federal Government needs to attract, employ and retain citizens of the highest caliber to carry out its mission with excellence. As you consider your employment options, or assist others with this important task, I encourage you to become aware of the opportunities offered through public service.

The FEDERAL CAREER DIRECTORY describes the diverse and exciting choices you have working for the Federal Government—the country's largest employer—and the part you could have in providing solutions to the challenges facing our nation.

Constance Berry Newman
Director



White House Photo

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Contents

Page

Statement from the President of the United States

Message from the Director of the U.S. Office of Personnel Management

I How to Use the Federal Career Directory 1

II The Federal Government—The Nation's Largest Employer 3

III Civil Service, At Your Service 5

IV Introducing the Federal Agencies and Departments 11

V Affirmative Employment Programs in the Federal Government 211

VI Employee Benefits 213

VII Training and Development Opportunities 215

VIII Federal Pay Systems 217

IX The Personnel Classification System 219

X The Presidential Management Intern Program: Recruiting the Government's Future Managers 227

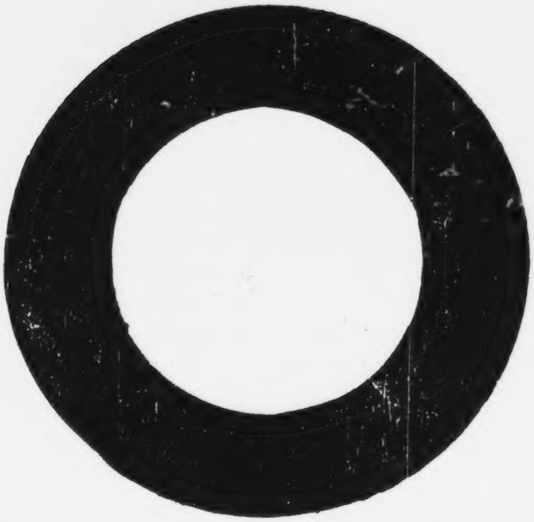
XI National Student Employment and Work Training Programs 229

XII Index of College Majors/Areas of Study 233

XIII How to Apply for Federal Employment 251

XIV Excepted Service Agencies 259

Appendix: Superintendent of Documents Order Forms 263



How To Use The Federal Career Directory

Welcome to the Federal Government—CAREER AMERICA. The Federal Government is truly CAREER AMERICA because no other employer can match the wide variety of career options, the diverse geographic locations and the challenges that working for America has to offer.

The *Federal Career Directory* was developed primarily for the new college graduate, placement and counseling professionals, current government employees and those still in high school and college who are in the process of making career decisions.

It was designed to serve as a contemporary resource on the important facts you need to know about Federal employment and career opportunities. The *Directory* is not intended to answer every question you have about Federal employment but then, no one reference can give you all the answers. You will be referred to other resources that can provide the answers or put you on the right path.

The *Directory* is easy to use. The 14 tabbed sections let you move quickly from one part of the *Directory* to the other. The *Contents* page should be your starting point. It gives you a snapshot of all the *Directory* has to offer. The *Directory* begins with *The Federal Government—The Nation's Largest Employer. Civil Service, At Your Service* follows. This section provides information about past and current civil servants who have left their mark on society. *Introducing the Federal Agencies and Departments,* the heart of the *Directory,* comes next. Most of the *Directory* is devoted to the agency and department profiles which provide complete information on each department's and agency's mission, functions and typical entry-level majors and degrees recruited. Most of your time will be spent reading this section.

As a prospective Federal employee, you should give close attention to the next sections dealing with *Affirmative Employment Programs in the Federal Government, Employee Benefits, Training and Development Opportunities, Federal Pay Systems, and The Personnel Classification System.* These sections will provide insight into the advantages of working for the Federal Government.

For those pursuing a graduate degree and whose sights are set on public management, the section dealing with the *Presidential Management Intern Program: Recruiting the Government's Future Managers* will be of special interest to you.

If you are a student and want to know how to get your foot in the door, the *National Student Employment and Work Training Programs* section will be your best bet. If you have graduated from college, or will be graduating soon, the *Index of College Majors/Areas of Study* will help you identify those agencies and departments seeking your major or area of study.

Now that your interest has been aroused about the dynamic and exciting opportunities available in the Federal Government, it is time for you to review the section on *How to Apply for Federal Employment.* The application process will be easy now. You are equipped with basic knowledge about Federal employment, and you know what to ask and whom to contact.

The *Federal Career Directory* has been produced in recognition of the government's continuing need for talented, competent and dedicated individuals. Use this book and its information wisely, and soon you too may be welcomed to CAREER AMERICA.

NOTICE

April 1990

A new Governmentwide telephone system called Washington Interagency Telecommunications System (WITS) is being implemented for Federal agencies in the Washington, D.C. metro area (includes parts of Virginia and Maryland). Approximately 120 agencies will be affected by WITS. This new system will be introduced over a three-year period commencing April 1990.

During the transitional years, nearly all agencies will have recorded messages informing callers of their new telephone numbers. The length of time these recorded messages will be in operation will vary from agency to agency. Most, however, will be in effect for approximately six months.

Call the telephone numbers listed in the ***Federal Career Directory*** first. If you are unable to make agency contact, for whatever reason, call directory assistance. Callers outside the D. C. metro area should telephone directory assistance as follows: 1-202-555-1212 for (DC); 1-703-555-1212 for (Virginia); and 1-301-555-1212 for (Maryland).

Most of the Federal agency telephone numbers listed in the ***Federal Career Directory*** will be affected by WITS. Since the new telephone numbers were not available when the **Directory** went to press, we wanted to inform you of this important change.

The Federal Government— The Nation's Largest Employer

A Few Facts

The Federal Government is America's largest employer. With a civilian workforce of millions, the government hires more than 300,000 employees each year, several hundred each day to replace those lost through attrition. Almost 98 percent of the Federal employees work in the Executive Branch of the government and the remainder in the Legislative and Judicial Branches.

Federal employees are dispersed around the world. About 94 percent work in the United States and 6 percent overseas. Although Washington, DC, is the center of the Federal Government, only 14 percent of the workforce is actually located there. Employment opportunities are available in the 50 states.

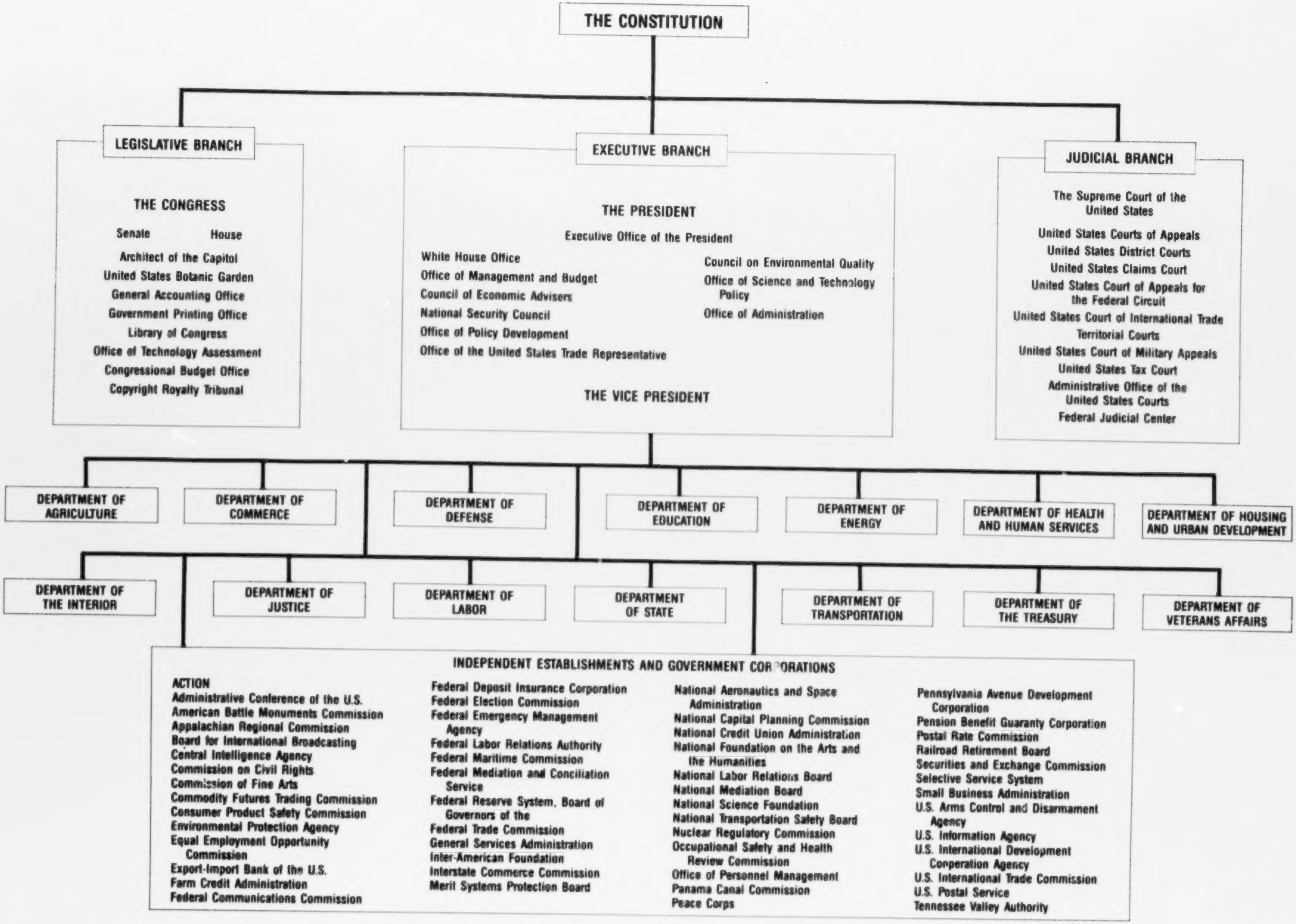
The government is organized into departments and agencies that vary greatly in size and mission. The Department of Defense employs nearly half of the Federal workforce. Other large departments include Agriculture, Health and Human Services, Justice, Treasury and Veterans Affairs. At the other end of the spectrum are many small, independent agencies which employ relatively few workers. The department and agency profiles in the *Federal Career Directory* give a clearer picture of the great diversity that exists among the various government entities. The chart of the United States Government that appears on the next page will help you identify where the more important agencies are located within the government's structure.

In some ways, working "for the government" is a myth because the government is not a single entity. It is hundreds of different organizations—some employing thousands of people, and some as small as one-person offices. With this idea in mind then, the Federal Government does not operate a single employment office that can direct you to all the job openings that are available at any given time. However, no matter what you are interested in, somewhere in the Federal Government someone probably is doing it.

Whatever your field—physical science, accounting, engineering, medicine, humanities, the arts, computer science or education—the U.S. Government offers you the opportunity to apply your skills and knowledge. Federal employees work in basically the same types of jobs that exist in the private sector, ranging from Architect to Zoologist—and some 900 occupations in between. Some jobs, such as Customs Inspector and Air Traffic Controller, are unique to the government. Federal jobs are much more likely to be white-collar and professional than are jobs in the economy as a whole. Nearly 80 percent of Federal employees hold white-collar positions. Blue-collar jobs represent a much smaller share of the Federal workforce with only one out of five Federal workers employed in this category. The trend toward white-collar Federal jobs is on the upswing and promises to continue throughout the century.

With all this diversity, it is probably no more reasonable to assume that there is a single way to seek a Federal job than it would be to assume that there is a single way to seek a job in the private sector. In both situations, the process is the same: you figure out what you want to do, where you want to work and whether the organization is hiring for the kind of position you are seeking—then you apply.

The government seeks applicants who possess intellect, competence and good character. In return, it promises responsibility, growth, challenge and a wide range of benefits. A public service career with America offers you an opportunity to protect the security, safety and well-being of the American people, to contribute to national policy and to assist in developing and implementing exciting and innovative programs.



THE CONSTITUTION

LEGISLATIVE BRANCH

THE CONGRESS

Senate House

Architect of the Capitol
United States Botanic Garden
General Accounting Office
Government Printing Office
Library of Congress
Office of Technology Assessment
Congressional Budget Office
Copyright Royalty Tribunal

EXECUTIVE BRANCH

THE PRESIDENT

Executive Office of the President

White House Office
Office of Management and Budget
Council of Economic Advisers
National Security Council
Office of Policy Development
Office of the United States Trade Representative

Council on Environmental Quality
Office of Science and Technology Policy
Office of Administration

THE VICE PRESIDENT

JUDICIAL BRANCH

The Supreme Court of the United States

United States Courts of Appeals
United States District Courts
United States Claims Court
United States Court of Appeals for the Federal Circuit
United States Court of International Trade
Territorial Courts
United States Court of Military Appeals
United States Tax Court
Administrative Office of the United States Courts
Federal Judicial Center

DEPARTMENT OF AGRICULTURE
DEPARTMENT OF COMMERCE
DEPARTMENT OF DEFENSE
DEPARTMENT OF EDUCATION
DEPARTMENT OF ENERGY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

DEPARTMENT OF THE INTERIOR
DEPARTMENT OF JUSTICE
DEPARTMENT OF LABOR
DEPARTMENT OF STATE
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF THE TREASURY
DEPARTMENT OF VETERANS AFFAIRS

INDEPENDENT ESTABLISHMENTS AND GOVERNMENT CORPORATIONS

ACTION
Administrative Conference of the U.S.
American Battle Monuments Commission
Appalachian Regional Commission
Board for International Broadcasting
Central Intelligence Agency
Commission on Civil Rights
Commission of Fine Arts
Commodity Futures Trading Commission
Consumer Product Safety Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Export-Import Bank of the U.S.
Farm Credit Administration
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Emergency Management Agency
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Reserve System, Board of Governors of the
Federal Trade Commission
General Services Administration
Inter-American Foundation
Interstate Commerce Commission
Merit Systems Protection Board
National Aeronautics and Space Administration
National Capital Planning Commission
National Credit Union Administration
National Foundation on the Arts and the Humanities
National Labor Relations Board
National Mediation Board
National Science Foundation
National Transportation Safety Board
Nuclear Regulatory Commission
Occupational Safety and Health Review Commission
Office of Personnel Management
Panama Canal Commission
Peace Corps
Pennsylvania Avenue Development Corporation
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Securities and Exchange Commission
Selective Service System
Small Business Administration
U.S. Arms Control and Disarmament Agency
U.S. Information Agency
U.S. International Development Cooperation Agency
U.S. International Trade Commission
U.S. Postal Service
Tennessee Valley Authority

Civil Service, At Your Service

The patent system added the fuel of interest to the fire of genius.—Abraham Lincoln

Dept. of Commerce Photo

Recognizing Employee Excellence

Recognition of an employee's contribution to the achievement of organizational goals and objectives is an integral part of the Government's personnel management system. Established by Congress in 1954, the Federal Incentive Awards Program is designed to improve Government operations and services by encouraging and rewarding excellence. By publicly recognizing excellence, the Federal Government underscores its interest in recruiting and retaining competent people who have new ideas and who are willing to work beyond the requirements of their job.

Means are available and used to reward employees for unusual contributions—whether for overall outstanding performance, an innovative approach to solving a problem introduced through a suggestion or patented invention, a scientific achievement or an act of heroism. Group productivity is also encouraged and recognized through group incentive plans which are linked directly to the attainment of organizational goals and objectives. Most Federal agencies use a combination of honor awards in the form of medals, plaques and certificates, with cash awards, which can range from $25 to over $25,000 if approved by the President.

Employee Participation in Improved Operations

Each year, the Government receives approximately 200,000 employee suggestions on how to improve operations and services to the public. Better than one out of every four employee suggestions is adopted and rewarded. First year benefits to the Government from these ideas generally are in excess of $300 million, and most continue to benefit the Government for several years following implementation. Another approximately 1,400 employees receive awards each year for their inventions. In addition, over 400,000 Federal employees (approximately one out of every five) receive cash awards for performance beyond job requirements annually.

Widespread Impact

Governmentwide, the benefits from employee achievements beyond job requirements exceed $1 billion each year. But many of these contributions that cannot be measured in terms of dollars have the greatest impact on the public. They involve improvements in the field of medicine, in the quality and quantity of food production, in national defense and security, in the quality of education, in the preservation of the environment, in product safety and in services to veterans and their families.

Outstanding Achievers

The people behind these numbers include Nobel Prize winners, major scientists and other renowned Americans. Here is information on just a few:

> **Dr. Jerome Karle,** a chief scientist at the Naval Research Lab in Washington, DC. Dr. Karle,

and a former colleague, Dr. Herbert Hauptman, received the Nobel Prize in chemistry in 1985 for their work in developing methods for determining crystal structures. The results of Dr. Karle's study of propellant materials have been of vital interest to the Nation's defense, and his extensive research has been of importance in the development of anti-malaria drugs.

Dr. Karle receives his Nobel Prize from the King of Sweden.

Navy Photo

Other Federal employees who have received the coveted Nobel Prize are:

Dr. Christian Anfinsen, NIH, who received the award for chemistry in 1972 for his pioneering studies in enzymes.

Dr. Julius Axelrod, NIH, who received the award in the field of physiology or medicine in 1970 for studies of how nerve impulses are transmitted within the body.

Dr. D. Carleton Gajdusek, NIH, who received the award in 1976 for physiology or medicine for discoveries concerning new mechanisms for the origin and dissemination of infectious diseases.

Dr. Henry Kissinger, Department of State, who received the Nobel Award for Peace in 1973.

Dr. Marshall Nirenberg of the National Institutes of Health (NIH), who received the award in 1968 for physiology or medicine for studies of the genetic code.

Dr. Rosalyn S. Yalow and **Dr. Andrew V. Schally,** Veterans Administration (VA), shared the award in 1977 for physiology or medicine for their research concerning the role of hormones in the chemistry of the body.

In addition to the Federal employees who have received the prestigious Nobel Prize, some other outstanding Federal contributions include:

A group of Navy employees at the Naval Air Rework Facility in Norfolk, Virginia, noted that an F-14 aircraft wing, which had been severely damaged, was going to be scrapped. This group developed a completely new welding procedure for repairing the titanium skin of the aircraft wing. This saved the Government $1.5 million and earned the group an award of almost $11,000.

Hubert Vykukal, a NASA scientist at the Ames Research Center in California, and staff members at the Institute for Achievement in Philadelphia collaborated on the development of a device to help brain injured children learn to crawl. Such children had been unable to crawl due to problems of weight bearing and friction caused by gravity. The NASA employee applied technology originally developed for frictionless systems designed to simulate the motions of satellites in space and solved a problem that had existed for years.

Brain-injured baby crawls.

NASA Photo

Although every medical doctor around the world, indeed practically anyone who has ever studied biology, has dissected frogs, it was not until recent research being conducted at the National Institutes of Health (NIH) that the rapid healing qualities of frogs' skin were noted. **Dr. Michael Zazloff,** Chief of the Human Genetics Branch at the National Institute of Child Health and Human Development, observed this phenomenon which holds promise for the successful treatment of burns, as well as many human infections. Dr. Zazloff received a commendation medal from the Director of NIH for his achievement.

A contribution which impacts directly on the lives of Americans is that of **Lorraine H. Lawrence** of the Consumer Product Safety Commission in San Francisco. Ms. Lawrence's outreach activities in 11 Western States have reached over 50 million people with vital safety information on topics as diverse as poison prevention, fire and burn prevention and all-terrain vehicles. For her outstanding work, Ms. Lawrence was selected as one of the three winners of the 1987 Congressional Award for Exemplary Service to the Public.

Through the years, Federal career employees, given the many opportunities offered them, have contributed a great deal to the quality of life in America. Among the most noteworthy are civil servants who pioneered the development of radar and sonar, developed the aircraft design to break the sound barrier, designed and built the heart pump, launched the science of satellite astronomy and synthesized the world's best pain-killing drug.

Government People of Note

Some of the people who later became famous, or who were already notable, when they became civil servants include:

Neil A. Armstrong, after graduation from Purdue University, became a Test Pilot Trainee in 1954 at the Naval Air Test Center Patuxtent River, Maryland, and 15 years later in July 1969 became the first person to set foot on the moon.

Clara Barton, founder of the American Red Cross, was a Clerk in the U.S. Patent Office, Washington, for seven years.

Alexander Graham Bell, the inventor of the telephone, worked as a Special Agent of the Census Bureau.

Dr. Ruth Rogan Benerito gained recognition for the development and improvement of wash-and-wear fabrics after joining the Agricultural Research Service in 1953. She also developed a process whereby fats could be incorporated into solutions for intravenous feeding to prevent the drastic loss of weight suffered by patients on intravenous diets.

Mary McLeod Bethune was appointed Director of the Negro Affairs Division of the National Youth Administration by Franklin D. Roosevelt. Ms. Bethune was one of the outstanding educators of her day. Starting as a field hand, she rose to spearhead the construction of Bethune-Cookman College with determination and unusual fund raising efforts.

Rachel Carson, author of Silent Spring, which helped spark nationwide concern for ecology, was an Aquatic Biologist with the U.S. Fish and Wildlife Service for 15 years.

Frederick Douglass, a major force in the movement to abolish slavery, was an outstanding orator and newspaper publisher. However, many do not realize that Douglass also held various Government positions including Minister to Haiti and Recorder of Deeds for Washington, DC.

Louis A. Gebhard, a Navy inventor, achieved many "firsts" in the field of radio transmission. In 1920, Gebhard developed the first radio voice transmitter, subsequently installed at "Radio Arlington," from where the first radio address by a President was broadcast. In 1933, he was responsible for developing the first storm locating system using radio waves—a system still used by the Air Force.

Dr. Robert H. Goddard, a scientist and the "father of American rocketry," is responsible for the dawning of the space age. Goddard, for whom the Goddard Space Flight Center was named, served as Director of Research for the Navy Department's Bureau of Aeronautics from 1942 to 1945.

Ambassador Philip C. Habib, who served as a Special Emissary to the Middle East, was a career civil servant with the Department of State. He was awarded the 1982 Presidential Medal of Freedom—the nation's highest civilian award—for his peacemaking efforts in Lebanon.

The Army's **Wilbur S. Hinman, Jr.** and **Harry Diamond** were co-inventors of the radio proximity fuze, widely recognized as second in importance only to the A-bomb as a World War II weapons development. The distance-measuring technique of this fuze has since been applied commercially. The pair also invented the radiosonde, an electronic sensing device carried aloft by small balloons and vital to all modern methods of weather prediction.

Launching a weather balloon; one of National Oceanographic and Atmospheric Administration's many activities.

Dept. of Commerce Photo

Herman Hollerith, an Engineer with the Gensus Bureau, while working on the 1880 census statistics, invented the machine which later led to the birth of the multi-million dollar automatic data processing industry. Hollerith was "The Father of the Computer."

Dr. J. Warren Horton, a Navy Engineer and inventor, is recognized as the "father of modern sonar." He made major contributions with the development of sonar detection devices which were used in antisubmarine warfare during World War II. He is also a pioneer in the field of underwater acoustic communications.

Dr. Allene R. Jeanes, a Department of Agriculture Research Chemist, is credited with the development of dextran, a carbohydrate made from sugar, for use as a blood extender. Countless U.S. soldiers who were wounded during the Korean war owe their lives to the use of dextran.

Dr. Frances O. Kelsey, a career Medical Officer the Food and Drug Administration, blocked the certification of Thalidomide, the infant-crippling drug, for marketing in the United States, after battling against fierce commercial and political pressures. Her efforts revealed weaknesses in the country's drug laws, which were subsequently corrected. In 1962, Dr. Kelsey received the President's Award for Distinguished Federal Service.

Dr. Geoffrey C. Laurence, a Fisheries Biologist with the Commerce Department, has made some discoveries that could have a significant impact on commercial and recreational fishing. His investigation into the causes of larval mortality will permit future control of the number and size of species.

Brice M. Mace, Jr., of the Department of Agriculture, was co-inventor with George Hormel of the heat process by which meat was canned.

Stanley J. Marsden, another Department of Agriculture employee, developed the famous Beltsville Small White turkey bred especially for small families and apartment-size ovens, which now accounts for the bulk of all small turkeys sold in this country.

Thurgood Marshall, a 1933 graduate of Howard University Law School, was appointed in 1965 by President Lyndon Johnson as Solicitor General. It was his job to act as the chief legal spokesman between the Executive Branch and the High Court. Two years later, he was confirmed as Supreme Court Justice, becoming its first black member.

Constance Motley, after a long career in politics and civic affairs, was appointed by President Lyndon Johnson to the U.S. District Court for Southern New York in 1966. Her appointment made her the first black woman to become a Federal Judge.

P.B. Nutting and E.O. Sperling, while working for the National Bureau of Standards, developed the neon tube in 1904—26 years before neon lights were made commercially.

Dr. Robert M. Page in 1934 began work which resulted in the development of radar. Holder of over 50 patents for his inventions and developments, including substantially all basic radar patents, he retired in 1966 after a 40-year Civil Service career with the Navy.

Richard Travis Whitcomb, a NASA engineer, revolutionized aircraft design with the Area Rule concept, which allowed jets to break the sound barrier and achieve supersonic flight.

Drs. Carroll T. White and **Russell Harter,** Research Psychologists with the Naval Electronics Laboratory in San Diego, designed a new technique permitting accurate testing of visual acuity in small children, the linguistically handicapped and the mentally retarded.

Sharing in the Recognition

Recent college and university graduates in Government not only qualify for career promotions and monetary and honorary awards based on their performance, ideas, inventions and other accomplishments, but they may also earn recognition by major non-Federal awards sponsors. The Arthur S. Flemming Awards Program, named in honor of the former Secretary of Health and Human Services, for example, honors 10 outstanding young men and women in Government each year in the administrative and scientific fields. Other annual awards, sponsored by the National Science Foundation, the William Jump Foundation and the Federal Bar Association, recognize contributions made by younger career employees in the fields of science, public administration and law.

The Presidential Rank Awards Program for Senior Career Government Executives

One of the main principles of the Civil Service Reform Act of 1978 was that senior career managers in the Government, the men and women of the Senior Executive Service (SES), would be compensated based on their performance. The Presidential Rank Awards program, authorized by that law, serves to recognize the sustained career achievements of our Government's senior managers.

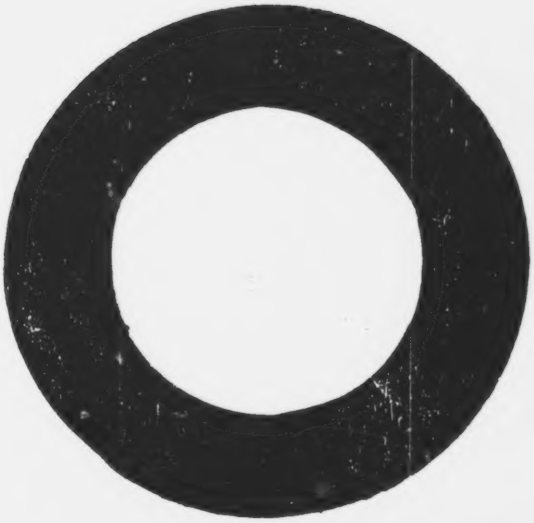
Career senior executives whose achievements are exceptional for an extended period of time may be granted one of two Presidential ranks: "Distinguished Executive" or "Meritorious Executive." An executive may earn each award once in any five-year period.

Each year only 1 percent of career Senior Executive Service (SES) executives may receive the rank of "Distinguished Executive," with an award of $20,000, and 5 percent may receive the rank of "Meritorious Executive," with an award of $10,000.

For 1989 the President granted the largest number of awards in the history of the awards program—63 Distinguished and 286 Meritorious. The men and women who receive these awards are recognized by their departments and agencies, and by the entire Federal Government, for their outstanding contributions to the management of the Government's programs.

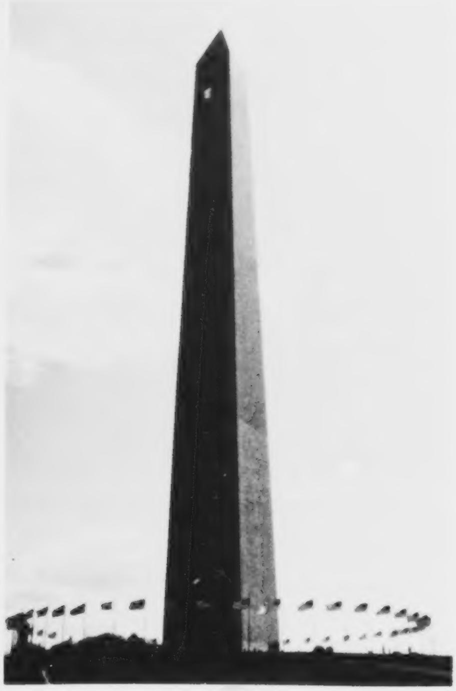
The selection process leading to the award of Distinguished Senior Executive and Meritorious Senior Executive is lengthy and thorough. In most Federal agencies, it begins with supervisory nominations being presented to boards composed of senior management officials. These boards carefully review the nominations and send their recommendations to the heads of their respective agencies. Agency heads certify the appropriateness of each nomination before submission to the Office of Personnel Management. The Office of Personnel Management's Office of Personnel Investigations conducts an independent inquiry into the professional accomplishments of each Distinguished nominee. A board, composed of eminent community and business leaders from outside the Government, reviews the nominations and makes its recommendations to the Office of Personnel Management. The Director of the Office of Personnel Management, reviews the nominations and the recommendations of the board, and then makes recommendations to the President. The final selection is made by the President.

The President traditionally presents the Distinguished Rank awards in a White House ceremony each year, and a senior member of the President's staff or Cabinet Secretary recognizes recipients of the Meritorious awards in a Governmentwide event. These prestigious awards are among the very highest a career civil servant can receive.



Introducing the Federal Agencies and Departments

The Capitol National Park Service Photo



The Washington Monument National Park Service Photo

Page

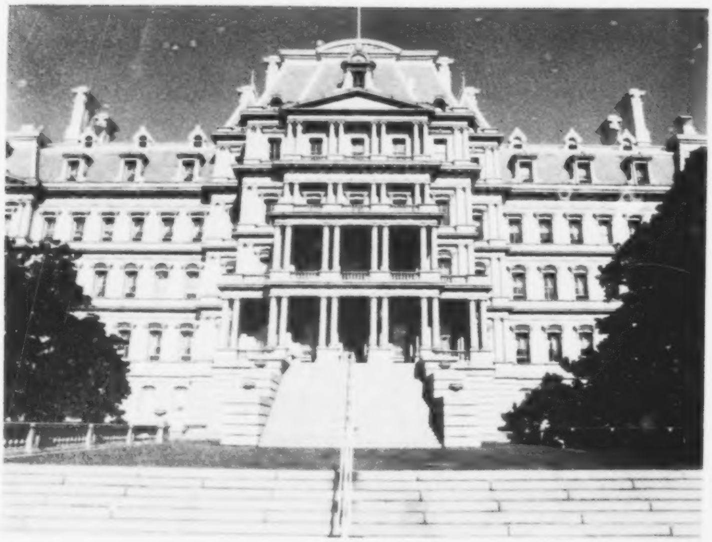
ACTION 15
Administrative Office of the U.S. Courts 16
Agency for International Development 17
Agriculture, Department of 18
- Agricultural Marketing Service 19
- Animal and Plant Health Inspection Service 19
- Food Safety and Inspection Service 21
- Forest Service 21
- Soil Conservation Service 23
- Agricultural Research Service 23
- Food and Nutrition Service 25
- Farmers Home Administration 26
- Rural Electrification Administration 26
- Agricultural Stabilization and Conservation Service 27
- Foreign Agricultural Service 27
- Economics Management Staff 28
- Office of Inspector General 28

Board of Governors of the Federal Reserve System 30
Central Intelligence Agency 32
Commerce, Department of 34
- Office of the Secretary 36
- Bureau of the Census 37
- Bureau of Economic Analysis 38
- Bureau of Export Administration 39
- Economic Affairs 41
- Economic Development Administration 41
- International Trade Administration 42
- Minority Business Development Agency 43
- National Institute of Standards and Technology 44
- National Oceanic and Atmospheric Administration 46
- National Technical Information Service 48
- National Telecommunications and Information Administration 49
- Office of Inspector General 50
- Patent and Trademark Office 50
- Travel and Tourism Administration 52

Commission on Civil Rights 53
Commodity Futures Trading Commission 54
Consumer Product Safety Commission 56
Defense, Department of 57
- Army, Department of the 59

Army, Department of the *(Continued)* *Page*

Army Materiel Command 59
Army Corps of Engineers 61
Army Finance and Accounting Center 62
Army Information Systems Command 63
Army Military District of Washington 64
Military Traffic Management Command 65
Training and Doctrine Command 66
Navy, Department of the 67
Air Force, Department of the 72
Defense Communications Agency 74
Defense Contract Audit Agency 75
Defense Intelligence Agency 77
Defense Investigative Service 78
Defense Logistics Agency 80
Defense Mapping Agency 82
National Security Agency 84
Education, Department of 86
Energy, Department of 88
Environmental Protection Agency 90
Equal Employment Opportunity Commission 92
Executive Office of the President 93
Export-Import Bank of the United States 94
Farm Credit Administration 95
Federal Communications Commission 96
Federal Deposit Insurance Corporation 97
Federal Emergency Management Agency 99
Federal Maritime Commission 101
Federal Retirement Thrift Investment Board 102
Federal Trade Commission 103
General Accounting Office 105
General Services Administration 107
Government Printing Office 109
Health and Human Services, Department of 110
Office of the Secretary 110
Office of Inspector General 111
Office of Human Development Services 112
Family Support Administration 113
Health Care Financing Administration 114
Social Security Administration 115
Public Health Service 116
Agency for Toxic Substances and Disease Registry 117
Alcohol, Drug Abuse and Mental Health Administration 118
Centers for Disease Control 119



The Old Executive Office Building White House Photo

Federal Trade Commission Headquarters FTC Photo

Department of Health and Human Services *(Continued)* Page

Food and Drug Administration 121
Health Resources and Services Administration 122
Indian Health Service 123
National Institutes of Health 124
Housing and Urban Development, Department of 126
Interior, Department of the 128
Office of the Secretary 128
Assistant Secretary for Water and Science 129
Bureau of Mines 129
Bureau of Reclamation 130
U.S. Geological Survey 131
Assistant Secretary for Indian Affairs 132
Bureau of Indian Affairs 132
Assistant Secretary for Fish and Wildlife and Parks 133
National Park Service 133
U.S. Fish and Wildlife Service 134
Assistant Secretary for Land and Minerals Management 135
Office of Surface Mining Reclamation and Enforcement 135
Minerals Management Service 136
Bureau of Land Management 137
International Trade Commission 139
Justice, Department of 140
Office of Attorney Personnel Management 141
Executive Office for U.S. Attorneys 142
Office of Justice Programs 143
Federal Bureau of Investigation 144
Bureau of Prisons 146
Drug Enforcement Administration 147
Immigration and Naturalization Service 149
U.S. Marshals Service 150
Labor, Department of 151
Bureau of Labor Statistics 152
Employment Standards Administration 153
Employment and Training Administration 153
Mine Safety and Health Administration 154
Occupational Safety and Health Administration 155
Office of Inspector General 155
Office of the Solicitor 156
Library of Congress 157
Merit Systems Protection Board 159
National Aeronautics and Space Administration 160
National Archives and Records Administration 162
National Credit Union Administration 164

The Jefferson Memorial National Park Service Photo

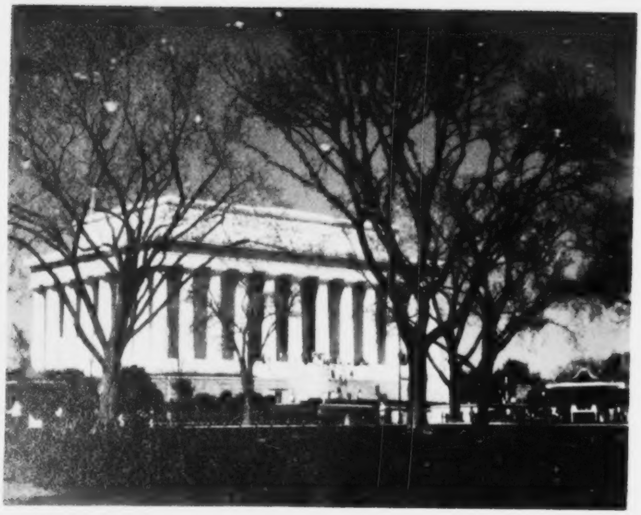
The National Archives Building National Archives Photo

Page
National Endowment for the Humanities 165
National Labor Relations Board 166
National Science Foundation 167
Nuclear Regulatory Commission 168
Office of Personnel Management 169
Peace Corps 170
Railroad Retirement Board 171
Securities and Exchange Commission 172
Selective Service System 174
Small Business Administration 175
Smithsonian Institution 177
State, Department of 179
Tennessee Valley Authority 181
Transportation, Department of 183
- Office of Inspector General 184
- U.S. Coast Guard 185
- Federal Aviation Administration 186
- Federal Highway Administration 187
- Federal Railroad Administration 188
- National Highway Traffic Safety Administration 188
- Urban Mass Transportation Administration 189
- St. Lawrence Seaway Development Corporation 190
- Maritime Administration 191
- Research and Special Programs Administration 191

Treasury, Department of 193
- Bureau of Alcohol, Tobacco and Firearms 194
- Office of the Comptroller of the Currency 195
- U.S. Customs Service 196
- Departmental Offices 198
- Bureau of Engraving and Printing 198
- Federal Law Enforcement Training Center 199
- Financial Management Service 199
- Internal Revenue Service 200
- Bureau of the Public Debt 201
- Savings Bond Division 202
- U.S. Mint 203
- Secret Service 203
- Office of Thrift Supervision 204

U.S. Information Agency 205
- Voice of America 206

U.S. Postal Service 207
Veterans Affairs, Department of 208



The Lincoln Memorial National Park Service Photo

The Iwo Jima Memorial National Park Service Photo

ACTION

1100 Vermont Avenue, NW
Washington, DC 20525

THE AGENCY

ACTION is the Federal domestic volunteer agency whose mission is to stimulate and to expand voluntary citizen participation. The agency, through support of its established programs and of local volunteer efforts, challenges Americans to use their energies and skills to address the needs of communities around the country, particularly needs related to the poor, the disadvantaged and the elderly.

ACTION was established in July 1971, and provides volunteer opportunities for Americans from all walks of life. The diversity of ACTION programs allows for part-time or full-time service up to two years, with some volunteers serving on stipends and others on a non-paid basis.

The agency administers the activities of more than 445,000 volunteers in the 50 states, Puerto Rico, the District of Columbia and the Virgin Islands. These volunteers serve through four major programs: the Retired Senior Volunteer Program (400,000 volunteers); the Foster Grandparent Program (27,000 volunteers); the Senior Companion Program (12,000 volunteers); and VISTA—Volunteers In Service To America—(2,700 volunteers).

The **Retired Senior Volunteer Program (RSVP)** offers opportunities for older citizens to use their talents and experience in community service ranging from first aid to tutoring. RSVP operates through grants to public and private nonprofit organizations in local communities.

Through the **Foster Grandparent Program (FGP)**, volunteers, who are low-income persons 60 and older, provide companionship and guidance to mentally, physically or emotionally handicapped children who are abused, neglected, or in the juvenile justice system, or who have other special needs.

> *Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.*
>
> Margaret Mead
> American Anthropologist

Senior Companion Program (SCP) volunteers, low-income persons 60 or older, provide care and companionship to other adults, especially the elderly, in an effort to help them maintain their highest level of independent living.

VISTA volunteers work to alleviate poverty in the United States. They are assigned to serve on a full-time, full-year basis at the request of public or private nonprofit organizations. Volunteers assist people in need through locally sponsored projects.

Major(s)	**Degree(s)**
All Majors	AA, BA, BS, MA, MS, MBA
Business	AA, BA, BS, MA, MS, MBA

GS Level(s) and Occupational Title(s)

Entry-level positions for recent college graduates are extremely limited.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Management Division—
Fifth Floor
Personnel Staffing Branch
ACTION
1100 Vermont Avenue, NW
Washington, DC 20525
(202) 634-9263

Administrative Office of the U.S. Courts

811 Vermont Avenue, NW
Washington, DC 20544

THE OFFICE

The **Administrative Office of the U.S. Courts** is a small agency of the Federal Judiciary consisting of approximately 600 employees. Under the direction of a Director and Deputy Director, both of whom are appointed by the Supreme Court of the United States, the staff provides administrative services to more than 20,000 employees of the U.S. Courts nationwide, including the Circuit and District Courts, Courts of Appeals and Bankruptcy Courts.

The mission of the Administrative Office is to provide the administrative support for the Federal court system including the probation, magistrates, public defender and bankruptcy court programs; and to provide administrative support in financial management, automated data processing, procurement, space and facilities management, library management and program management. In addition, the Administrative Office provides legal advice and counsel to the courts and conducts periodic reviews of the management of the courts and recommends improvements.

Administrative Office Employment Opportunities

All positions in the Administrative Office are in Washington, DC. Employment opportunities are in the fields of law, finance, administration, program analysis, management analysis, computer science and personnel. Most positions are covered by the competitive service rules and regulations of the Office of Personnel Management (OPM). Applicants must have either competitive service status, reinstatement eligibility or an appropriate notice of rating from OPM to be considered for the majority of Administrative Office positions. Applicants for Law Clerk and Attorney positions do not have to meet the competitive appointment requirements. An Attorney must have a minimum of JD degree and membership in a state Bar association. A Law Clerk may be hired without bar membership, but must become a Bar member within 14 months of appointment.

Federal Court Employment Opportunities

Hiring for positions in the individual Federal courts is done directly by each court. All positions are in the excepted service and do not require competitive service status. Applicants interested in employment with a Federal court must apply directly to the court in the geographical location where they desire employment. The address of the various Federal courts can be obtained from a law directory in a local library or from the United States Court Directory available from the Government Printing Office, Superintendent of Documents, for a nominal fee.

Professional positions exist in all offices of the Federal courts. Employment opportunities are in the fields of administration, law, personnel, and support positions such as Deputy Clerk, Law Clerk, Probation Officer, Pretrial Service Officer, Administrative Analyst and Personnel Management Specialist.

Applicants are encouraged to consider accepting initial competitive service appointments in support roles such as Accounting Technician, Personnel Assistant or Clerk-Typist. Once you are a Federal employee and have status, it is easier to obtain employment at the professional level.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For Administrative Office Employment

Personnel Division
Administrative Office of the U.S. Courts
Room L701
Washington, DC 20544
(202) 633-6116

For Federal Court Employment

There is no centralized office for the Federal courts. Applicants must contact each court directly for employment information.

For Job Vacancy Information

Call (202) 633-6061 (24-hour line) for employment information for all opportunities except Federal court positions.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, BS, MA, MS, MBA	5/7/9	Accountant/Auditor/Budget Analyst
Computer Science	BS, MS	5/7/9	Computer Programmer Analyst/Systems Analyst
Finance	BA, BS, MA, MS, MBA	5/7/9	Accountant/Auditor/Budget Analyst
Law	JD, LLM	9/11	Attorney Advisor/Law Clerk
Liberal Arts	BA, MBA, MPA	5/7/9	Personnel Specialist/Program Analyst/Management Analyst

Agency for International Development
Washington, DC 20523

THE AGENCY

The **Agency for International Development (A.I.D.)** administers most of the foreign economic assistance programs of the U.S. Government. It operates from Headquarters in Washington, DC, through field missions and representatives in approximately 70 developing countries in Africa, Asia, Latin America, the Caribbean and the Near East. The Agency's purpose is to help people in the Third World acquire the knowledge and resources to build the economic, political and social institutions needed for a better life.

U.S. development assistance addresses five basic problems: inadequate income growth; hunger; health deficiencies—particularly infant and child mortality; illiteracy and lack of educational opportunity and unmanageable population pressures.

Four basic policy principles guide the U.S. foreign aid program. These four pillars now are mandated by law: (1) a strong private sector; (2) policy dialogue and reform; (3) research and technology transfer; and (4) institution building.

Foreign Service Professional and Administrative Support Staff

The Agency's needs for professional and technical specialists vary from country to country and time to time. The Agency maintains a talent bank from which it can draw appropriate applications for consideration as openings occur. Opportunities arise most frequently for Accountants, Agricultural Specialists, Contract/Commodity Officers, Economists, Engineers, Housing/Urban Planning Officers, Program Officers, Private Enterprise Advisors, Project Development Officers and Health/Population and Nutrition Officers.

An undergraduate or graduate degree (depending on occupational speciality) and two or more years of relevant professional experience are required, as well as U.S. citizenship, worldwide availability and good health.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Civil Service Professional and Administrative Support Staff

The U.S. Agency for International Development employs college graduates at the following Civil Service entry and mid-levels:

Colombia—Through A.I.D.'s Food for Peace program, families are no longer at the mercy of natural disasters, political upheavals, drought and famine. A.I.D. Photo

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS, BA, MS, MBA	5/7/9	Accountant
Business Administration	BS, BA, MS, MBA	7/9	Contract Specialist
Economics	BS, BA, MS, MBA	7/9	Economist
Law	BS, BA, MS, MBA, LLB, JD	7/9	Contract Specialist

FOR FURTHER INFORMATION CONTACT

For Foreign Service Inquiries

Recruitment Division, PM/R
Agency for International Development
Washington, DC 20523-0114
(202) 663-1299

For Civil Service Inquiries

Office of Personnel Management
Civil Service Personnel Division
Agency for International Development
Room 1127, SA-1
Washington, DC 20523-0105
(202) 663-1524

For Student Employment Inquiries

Student Program Coordinator
Agency for International Development
2401 E Street, NW, Room 1127
Washington, DC 20523-0105
(202) 663-1473

Department of Agriculture

14th and Independence Avenue, SW
Washington, DC 20250

THE DEPARTMENT

The **U.S. Department of Agriculture (USDA)** serves all Americans daily to improve farm income, to expand overseas markets for farm products and to assure consumers of an adequate food supply at reasonable prices. The Department works to safeguard the wholesomeness of our food supply through inspection of processing plants and assures food quality through voluntary food grading services. Through nutrition education, USDA helps consumers choose nourishing foods and get the most for their food dollars. It also provides the less fortunate with better diets through food assistance programs. The Department's widespread agricultural research makes a significant contribution to the U.S. standard of living. The research covers animal production; plant and animal diseases and pest controls; crop production; marketing and the use of agricultural products; nutrition; food safety and forestry. USDA protects the environment by helping farmers and other rural landowners conserve energy, soil, water and forest resources. It also helps developing countries improve their food production. USDA programs in the fields of rural development, housing assistance and conservation are key elements in carrying out national growth policies.

The Department of Agriculture is a highly decentralized organization with a permanent work force of approximately 95,000 employees in all states of the union and several foreign countries.

Research scientist examines laboratory specimen. Dept. of Agriculture Photo

Each agency within USDA has certain academic disciplines from which it recruits to meet its specific mission. Following is a listing of the primary agencies within the Department that recruit college and university graduates, the major fields of study they recruit for their specific program missions and the contact addresses and telephone numbers. In addition, all agencies hire administrative staff support from a broad spectrum of academic disciplines.

Major(s)	Degree(s)
Accounting	BS
Business Administration	AS, BS, BA
Computer Science	AS, BS
General Science	BS
Journalism	BS, BA
Liberal Arts	BA
Political Science	BS, BA
Public Affairs	BS, BA
Sociology	BS, BA

GS Level(s)	Occupational Title(s)
5/7	Accountant
4	Accounting Technician
5/7	Budget Analyst
5/7	Contracting Specialist
4	Purchasing Agent
5/7	Computer Specialist
4	Computer Assistant
5/7	Personnel Management
4	Personnel Assistant
5/7	Administrative Assistant
5/7	Management Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Central Employment Unit
U.S. Department of Agriculture
Room 1080, South Building
Washington, DC 20250
(202) 447-5626

Department of Agriculture

Agricultural Marketing Service
PO Box 96456, Room 1726–S
Washington, DC 20090-6456

THE SERVICE

Better marketing for farm products is the goal of the **Agricultural Marketing Service (AMS)**, an agency of the U.S. Department of Agriculture. The Marketing Service's history dates to the formation of the USDA Office of Markets in 1913. AMS maintains nationwide organization Headquarters in Washington, DC, but most of its employees are stationed across the country close to the people they serve. AMS helps the private marketing system move food and other farm products from producers to consumers quickly and efficiently with the greatest fairness to all. The mission of AMS is to provide marketing services such as grading and inspection, market news, marketing agreements and orders and related programs for various agricultural commodities including milk, fruits and vegetables, grain, livestock, poultry and related products.

Major(s)	Degree(s)
Agriculture	BS, BA
Agricultural Management	BS, BA
Animal Husbandry	BS, BA
Animal Science	BS, BA
Food Science	BS, BA
Food Technology	BS, BA
Horticulture	BS, BA
Poultry Science	BS, BA

GS Level(s)	Occupational Title(s)
5/7	Agricultural Commodity Grader
5/7	Market News Reporter
5/7	Marketing Specialists

Jobs in AMS are primarily concerned with commodity grading and market news reporting of agricultural commodities. The commodities are dairy products, meat, poultry, processed fruits and vegetables, fresh fruits and vegetables, cotton and tobacco. Most of the job opportunities are in commodity grading with a few in market news reporting and marketing programs. (After several years of experience with AMS some graders move to the market news reporting occupation.)

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Field Servicing Office
Agricultural Marketing Service
ATTN: Animal and Plant Health Inspection Service
Butler Square West, Fifth Floor
100 North Sixth Street
Minneapolis, MN 55403
(612) 370–2187

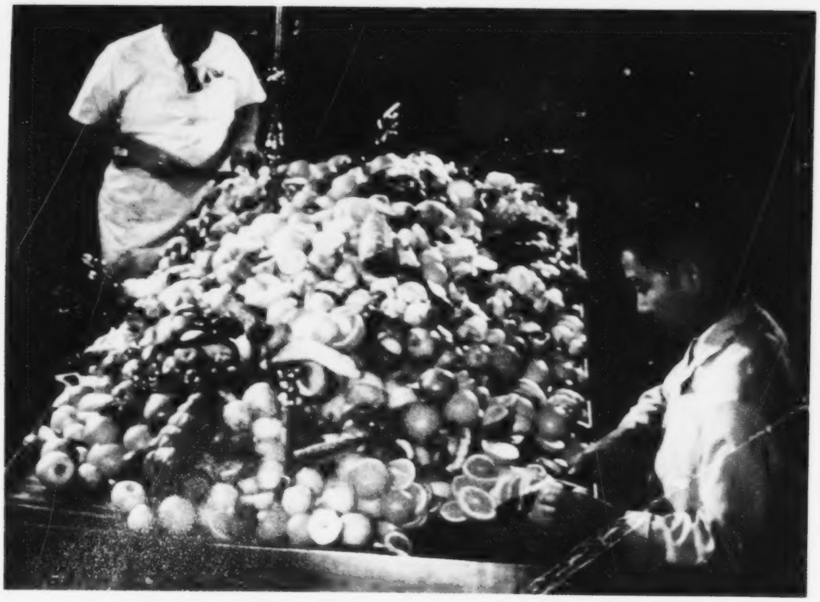
Department of Agriculture

Animal and Plant Health Inspection Service
14th and Independence Avenue, SW
Washington, DC 20250

THE INSPECTION SERVICE

The **Animal and Plant Health Inspection Service (APHIS)** operates on every level from local to international. Its responsibilities include prevention and control of pests and diseases that attack crops, ornamental plants, livestock and other animals; protection of humans from illnesses that may be transmitted through animals; testing and licensing all animal vaccines and serums used in this country; and assuring that domestic, research and show animals are treated humanely.

APHIS employees work with individual farmers and ranchers; with officials from industry, from the states, and from the universities; and with professional organizations concerned with people in foreign countries who are experiencing problems of common interest. APHIS employees serve on farms and ranches, at borders and ports of entry, in laboratories and offices and even at horse shows and circuses.



Plant Protection Technicians inspect a sample of produce for pests and diseases.
Dept. of Agriculture Photo

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Field Servicing Office
Human Resources Division
Animal and Plant Health
Inspection Service
Butler Square West, Fifth Floor
100 North Sixth Street
Minneapolis, MN 55403
(612) 370-2227

Major(s)	**Degree(s)**
Animal Health Technology	AS
Biological Lab Technology	AS
Biology	BS
Chemistry	BS
Entomology	BS
Microbiology	BS
Plant Pathology	BS
Veterinary Science	DVM

GS Level(s)	**Occupational Title(s)**
5/7	Plant Protection and Quarantine Officer
5/7	Microbiologist
9/11	Veterinary Medical Officer
4	Animal Health Technician
4	Biological Laboratory Technician
4	Plant Protection Technician

Department of Agriculture

Food Safety and Inspection Service
14th and Independence Avenue, SW
Washington, DC 20250

THE SERVICE

The mission of the **Food Safety and Inspection Service (FSIS)** is to insure that the nation's commercial supply of meat and poultry products is safe, wholesome and correctly labeled and packaged. FSIS provides plant inspection of all domestic establishments preparing meat or poultry products for sale or distribution in commerce; reviews foreign inspection systems and establishments that prepare meat or poultry products for export to the United States and provides assistance to states that maintain meat and poultry inspection programs. The agency tests meat and poultry products for the presence of unlawful drugs, chemical residues and other adulterants. FSIS also monitors food distribution channels to prevent violations of meat and poultry inspection laws.

Major(s)	Degree(s)
Chemistry	BS
Food Technology	BS
Microbiology	BS
Veterinary Medicine	DVM

GS Level(s)	Occupational Title(s)
5/7	Chemist
5/7/9	Food Technologist
	Food Inspector
5/7	Microbiologist
9/11	Veterinary Medical Officer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
Food Safety and Inspection Service
Room 3143, South Building
14th and Independence Avenue, SW
Washington, DC 20250
(202) 447-5362

Department of Agriculture

Forest Service
14th and Independence Avenue, SW
Washington, DC 20250

THE SERVICE

The **Forest Service (FS)** is responsible for managing the nation's almost 200 million acres of National Forest land. This land, located in 44 states and Puerto Rico, contains vast reserves of the nation's timber and water resources. It is home to many species of wildlife. Farmers and ranchers use its pastures for grazing their livestock. Industry buys its timber and, in turn, produces wood products. Each year, more than 100 million people visit the National Forests to experience their natural beauty and to participate in the wide variety of recreational activities that are available. The Forest Service also develops human resources through such programs as the Job Corps

Forester prepares to verify load of logs leaving National Forest land.

Dept. of Agriculture Photo

and the Youth Conservation Corps. All Forest Service activities focus on one goal: to define and develop ways of using National Forest resources to meet the needs of all the people, now and in the future.

Major(s)	Degree(s)
Archaeology	BS
Biology	AS
Civil Engineering	AS, BS
Education	BS, BA
Electronics	AS
Entomology	BS
Fishery Biology	BS
Forestry	AS, BS
Geology	BS
Hydrology	BS
Landscape Architecture	BS
Plant Pathology	BS
Range Conservation	AS, BS
Soil Science	BS
Wildlife Biology	BS

GS Level(s)	Occupational Title(s)
5/7	Archaeologist
5/7	Civil Engineer
5/7	Entomologist
5/7	Fishery Biologist
5/7	Forester
5/7	Geologist
5/7	Hydrologist
5/7	Landscape Architect
5/7	Plant Pathologist
5/7	Range Conservationist
5/7	Soil Scientist
5/7	Teacher
5/7	Wildlife Biologist
4	Biology Technician
4	Construction Inspector
4	Electronic Technician
4	Engineering Technician
4	Forestry Technician
4	Range Technician
4	Social Services Assistant

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

For Positions with the National Forest Administration Contact

The College Recruitment Coordinator in one of the following Regions:

Washington Office
Forest Service
PO Box 96090
Room 906, Rosslyn Plaza East
Washington, DC 20090-6090
(703) 235-2730

Alaska Region
Forest Service
Federal Office Building
PO Box 1628
Juneau, AK 99802
(907) 586-8802

Eastern Region
Forest Service
310 West Wisconsin Avenue
Room 500
Milwaukee, WI 53203
(414) 291-3719

Intermountain Region
Forest Service
Federal Building
324 25th Street
Ogden, UT 84401
(801) 625-5310

Northern Region
Forest Service
Federal Building
PO Box 7669
Missoula, MT 59807
(406) 329-3535

Pacific Northwest Region
Forest Service
319 SW Pine Street
PO Box 3623
Portland, OR 97208
(503) 423-3655

Pacific Southwest Region
Forest Service
630 Sansome Street
San Francisco, CA 94111
(415) 556-9907

Rocky Mountain Region
Forest Service
11177 West Eighth Avenue
PO Box 25127
Lakewood, CO 89225
(303) 236-9630

Southern Region
Forest Service
1720 Peachtree Road, NW
Atlanta, GA 30367
(404) 331-4315

Southwestern Region
Forest Service
Federal Building
517 Gold Avenue, SW
Albuquerque, NM 87102
(505) 842-3382

For Positions with the Forest Service Research Stations Contact

The Personnel Office at one of the following Research Stations:

Intermountain Forest and Range Experiment Station
Federal Building
324 25th Street
Odgen, UT 84401
(801) 625-5291

Northeastern Forest Experiment Station
370 Reed Road
Broomall, PA 19008
(215) 690-3087

North Central Forest Experiment Station
1992 Folwell Avenue
St. Paul, MN 55108
(612) 649-5020

Pacific Northwest Forest and Range Experiment Station
PO Box 3623
Portland, OR 97208
(503) 423-3655

Pacific Southwest Forest and Range Experiment Station
1960 Addison Street
PO Box 245
Berkeley, CA 94701
(415) 486-3318

Rocky Mountain Forest and Range Experiment Station
240 West Prospect Street
Fort Collins, CO 80526
(303) 224-1161

Southeastern Forest Experiment Station
200 Weaver Boulevard
Asheville, NC 28804
(704) 257-4380

Southern Forest Experiment Station
U.S. Postal Services Building
Room T-10210
701 Loyola Avenue
New Orleans, LA 70113
(504) 589-3921

For Positions with the Forest Products Laboratory or the State and Private Forest Office Contact

Forest Products Laboratory
1 Gifford Pinchot Drive
Madison, WI 53705
(608) 264-5702

State and Private Forest
Northeastern Area
370 Reed Road
Broomall, PA 19008
(215) 690-3087

Department of Agriculture

Soil Conservation Service
14th and Independence Avenue, SW
Washington, DC 20250

THE SERVICE

The **Soil Conservation Service (SCS)** began conservation work during the Dust Bowl days of the 1930s. A series of dust storms had just ravaged the nation's farmland, stripping away millions of tons of topsoil. Huge dust clouds had carried the soil hundreds of miles, all the way to the Atlantic Ocean. Since that disaster, the SCS has been helping make Americans more aware of the need to protect natural resources, especially soil and water.

Employees of the SCS work with the local soil and water conservation districts to convince people of the need to conserve the nation's resources and to help them do it. The agency's voluntary programs are aimed at reducing erosion, keeping streams clear, protecting wildlife and promoting good land use.

Major(s)	Degree(s)
Engineering	AS, BS
Range Management	BS
Soil Conservation	AS, BS
Soil Science	BS

GS Level(s)	Occupational Title(s)
5/7	Civil Engineer
5/7	Soil Conservationist
5/7	Soil Scientist
5/7	Range Conservationist
4	Soil Conservation Technician
4	Engineering Technician
5/7	Agronomist
5/7	Wildlife Biologist
5/7	Agricultural Engineer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
Soil Conservation Service
PO Box 2890
Washington, DC 20013
(202) 447-2631

OR

Local Soil Conservation Service offices. Soil Conservation Service offices are listed in telephone directories under U.S. Government, Agriculture, Soil Conservation Service.

Department of Agriculture

Agricultural Research Service
Building 003, BARC–W
Beltsville, MD 20705

THE SERVICE

The **Agricultural Research Service (ARS)** is responsible for planning, developing and implementing research that provides new knowledge and technologies to ensure an adequate supply of food and fiber for the nation's population now and in the future. The agency's goals and objectives include research and development in the area of natural resources, crop and animal quality and productivity, commodity conversion and delivery, human health and nutrition and scientific information systems.

The ARS is the principal scientific research agency of the U.S. Department of Agriculture. It is the largest agricultural research organization in the world with more than 8,100 employees at 127 locations in the United States and in seven foreign countries. One-third of these employees—2,600 men and women—are scientists and engineers working in research. The remainder are technicians, laboratory assistants and support personnel. The need for new scientists in agricultural research is great; the need for the best is critical. Each year, the ARS employs 100 or more outstanding new scientists. Many of them have recently received their PhDs; others have been engaged in postdoctoral research for 12 to 36 months. Each ARS scientist is a full-time researcher with no other commitments. ARS's work is on the leading edge of each discipline in highly visible programs with broad public support. Current research involves biotechnology, including molecular biology, genetic engineering and membrane research; application of theories of artificial intelligence to computer technology; innovative approaches to pest control through insect neurochemistry and the use of pheromones; and finding effective ways to preserve and protect the quality of ground water. Scientists' growth opportunities are limited only by their own research capabilities.

Research Technicians collect data in a field test plot. Dept. of Agriculture Photo

Major(s)	Degree(s)
Agronomy	PhD, MS, BS
Chemistry	PhD, MS, BS
Engineering	
Agricultural	PhD
Chemical	PhD
Food	PhD
Food Technology	PhD
Genetics	PhD, MS
Microbial Genetics	PhD
Microbiology	PhD, MS, BS
Molecular Biology	PhD
Plant Physiology	PhD, MS

GS Level(s)	Occupational Title(s)
11/12	Chemist
11/12	Food/Chemical/ Agricultural Engineer
11/12	Food Technologist
11/12	Plant Physiologist
11/12	Plant Pathologist
11/12	Microbiologist
11/12	Molecular Biologist
11/12	Geneticist
11/12	Microbial Geneticist
11/12	Agronomist
11/12	Soil Scientist
4/5	Biological Technician
4/5	Engineering Technician
4/5	Physical Science Technician

PhD candidates are typically eligible for GS-11 or 12.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
Agricultural Research Service
Building 003, BARC-West
Beltsville, MD 20705
(301) 344-1124

Department of Agriculture

Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

THE SERVICE

A better diet means better health. The **Food and Nutrition Service (FNS)** administers food assistance programs which make better diets possible for millions of Americans, particularly low-income Americans. The programs offer participants access to wholesome foods and information about the relationship between foods and health. Food assistance programs include the Food Stamp Program; Supplemental Food for Women, Infants and Children Program; National School Lunch and Breakfast Program; Special Milk Program; Food Distribution Program; and the Nutrition Education and Training Program.

Local agencies, states and FNS share the responsibility for operating the food assistance programs. This means that local agencies serve program participants directly, and the states guide their local agencies' activities. Federal employees in FNS provide direction, administer the funds and monitor program operation.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled National *Student Employment and Work Training Programs.*)

Major(s)	Degree(s)
Business Management	BS
Economics	BS
Home Economics	BS
Nutrition	BS

GS Level(s)	Occupational Title(s)
5/7	Food Specialist
5/7	Program Analyst
5/7	Nutritionist/Home Economist
5/7	Investigator
5/7	Food Technologist
5/7	Other Administrative/ Professional Occupations (i.e., Contract Specialist, Computer Specialist, Budget Analyst, Management Analyst, Accountant)

FOR FURTHER INFORMATION CONTACT

For Positions in the DC Metropolitan Area Contact

Personnel Division
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302
(703) 756-3349

For Positions in Other Locations Contact

Mid-Atlantic Regional Office
Personnel Office
Food and Nutrition Service
Mercer Corporate Park
CN 02150
Trenton, NJ 08650
(609) 348-5078

Midwest Regional Office
Personnel Office
Food and Nutrition Service
50 E. Washington Street
Chicago, IL 60602
(312) 353-4651

Mountain Plains Regional Office
Personnel Office
Food and Nutrition Service
1244 Speer Boulevard, Suite 903
Denver, CO 80204
(303) 844-0331

Northeast Regional Office
Personnel Office
Food and Nutrition Service
10 Causeway Street
Boston, MA 02222
(617) 835-6379

Southeast Regional Office
Personnel Office
Food and Nutrition Service
1100 Spring Street, NW
Atlanta, GA 30367
(404) 257-2626

Southwest Regional Office
Personnel Office
Food and Nutrition Service
1100 Commerce Street, Room 5C30
Dallas, TX 75242
(214) 767-0224

Western Regional Office
Personnel Office
Food and Nutrition Service
550 Kearny Street, Room 400
San Francisco, CA 94106
(415) 556-2276

Department of Agriculture

Farmers Home Administration
14th and Independence Avenue, SW
Washington, DC 20250

THE ADMINISTRATION

The **Farmers Home Administration** provides financial assistance to rural people and communities that cannot obtain commercial credit at affordable terms. The agency encourages and supports family farm ownership and operation; provides financing for adequate individual homes and rental apartments; provides financial assistance for needed community facilities such as streets, health services and recreation centers; provides economic support to farmers affected by disaster; and fosters economic development in rural areas.

Major(s)	Degree(s)
Agricultural Business	BS
Architecture	BS
Civil Engineering	AS,BS

GS Level(s)	Occupational Title(s)
5/7	Agricultural Management Specialist
5/7	Loan Specialist
5/7	Civil Engineer
4	Construction Inspector

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
Farmers Home Administration
Room 6900, South Building
Washington, DC 20250
(202) 382-1056

Department of Agriculture

Rural Electrification Administration
14th and Independence Avenue, SW
Washington, DC 20250

THE ADMINISTRATION

The **Rural Electrification Administration (REA)** was created in 1935 to furnish financial, technical and managerial assistance to rural electric utility borrowers throughout the United States. In 1949, the Rural Electrification Act was amended to include a telephone loan program. The main purpose of the telephone program is to provide low-interest financing as well as technical guidance to rural telephone borrowers.

Since its inception, REA's electric and telephone programs have provided assistance to more than 1,000 rural electric and more than 900 rural telephone utility systems in 47 states. As a result of REA's assistance, electric and telephone service is available to more than 96 percent of the nation's farmers.

Today, REA continues to make and to guarantee loans to borrowers while exploring ways to improve electric and telephone service to meet increasing and diversifying consumer needs.

Major(s)	Degree(s)
Accounting	BS
Business Administration	BA, BS
Engineering	
Electrical	BS
Electronics	BS
Finance	BA, BS

GS Level(s)	Occupational Title(s)
5/7	Electrical/Electronics Engineer
5/7	Accountant
5/7	Loan Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Management Division
Rural Electrification
Administration
Room 4031, South Building
14th and Independence Avenue,
SW
Washington, DC 20250
(202) 382-9560

Department of Agriculture

Agricultural Stabilization and Conservation Service
14th and Independence Avenue, SW
Washington, DC 20250

THE SERVICE

The **Agricultural Stabilization and Conservation Service (ASCS)** administers farm commodity, conservation, environmental protection and emergency programs. These programs provide commodity loans and price support payments to farmers; commodity purchases from farmers and processors; acreage reduction; cropland set-aside and other means of production adjustment; and conservation cost-sharing and emergency assistance.

The financing of ASCS commodity programs is done through the Commodity Credit Corporation, a government entity for which ASCS provides operating personnel.

ASCS maintains Headquarters in Washington, DC, as well as an office in each state and in most agricultural counties; a Caribbean Area Office in Puerto Rico which also serves the Virgin Islands; a Commodity Office and a Management Office in Kansas City, Missouri; and an Aerial Photography Field Office in Salt Lake City, Utah.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
Agricultural Stabilization and
Conservation Service
Room 4971, South Building
Washington, DC 20250
(202) 447-7614

Major(s)	Degree(s)
Accounting	BS
Agricultural Economics	BS
Agricultural Management	BS
Agriculture (General)	BS
Business Administration	BS, BA
Computer Science	BS

GS Level(s)	Occupational Title(s)
5/7	Accountant
5/7	Economist
5/7	Agricultural Marketing Specialist
5/7	Agricultural Program Specialist
5/7	Computer Specialist
5/7	Management Analyst

Department of Agriculture

Foreign Agricultural Service
14th and Independence Avenue, SW
Washington, DC 20250-1000

THE SERVICE

The **Foreign Agricultural Service (FAS)** helps American farmers and traders take maximum advantage of increased opportunities to sell U.S. agricultural commodities abroad. A staff of agricultural counselors, attaches and trade officers give leadership to developing overseas markets for U.S. farm commodities and represent the USDA in approximately 75 countries. The agency operates an information and market development program that services the U.S. agricultural industry. FAS funds an extensive worldwide market development program on behalf of the U.S. farm sector. FAS also conducts a foreign crop condition assessment program. The agency administers agricultural commodity export programs to facilitate the sale of agricultural commodities to foreign governments and the Commodity Credit Corporation export credit program.

FOR FURTHER INFORMATION CONTACT

Recruitment Officer
FAS Personnel, Room 5627, South
Building
Foreign Agricultural Service
Washington, DC 20250-1000
(202) 382-1587

Major(s)	Degree(s)
Agricultural Business (with 21 graduate semester hours of economics)	MS
Economics	MS

GS Level(s)	Occupational Title(s)
9	Agricultural Economist
9	International Economist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Department of Agriculture

Economics Management Staff
14th and Independence Avenue, SW
Washington, DC 20250-3500

THE STAFF

The **Economics Management Staff** provides administrative support to the economics agencies of the Department of Agriculture: National Agricultural Statistics Service; Economic Research Service; World Agricultural Outlook Board; Economic Analysis Staff; and the Office of Energy. These agencies are the fact finders and forecasters for the nation's producers, processors and consumers of agricultural products. These agencies are responsible for gathering and reporting information concerning crop and livestock production, prices paid and received by farmers, farm labor and wages. They are responsible for assessing this and other information to prepare short and long-term forecasts, to analyze policy and program issues and to assess the domestic and international agricultural situation and outlook.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Recruitment Coordinator
Personnel Division
Economics Management Staff
Room 1427, South Building
Washington, DC 20250-3500
(202) 447-4173

Major(s)	**Degree(s)**
Agricultural Economics	**BS, MS, PhD**
Economics	**BS, MS, PhD**
Mathematics	**BS, MS, PhD**
Statistics	**BS, MS, PhD**

GS Level(s)	**Occupational Title(s)**
5/7/9/11/12	**Economist**
5/7/9/11/12	**Agricultural Economist**
5/7/9	**Agricultural Statistician**
9/11/12	**Mathematical Statistician**

Department of Agriculture

Office of Inspector General
Washington, DC 20250

THE OFFICE

Thousands of indictments and convictions, millions of dollars in restitutions and fines, millions more dollars identified to be recovered and numerous management improvements are the legacies left by the **Office of the Inspector General (OIG)** for its work over the past 25 years.

When OIG became fully operational in 1963, it had a full-time ceiling of 850 people and the U.S. Department of Agriculture's (USDA) budget was $7.6 billion. Today, OIG's ceiling is 880 while USDA's budget is about eight times that of 1963. In its first full year of operation, OIG identified $8.8 million in recoveries, fines, savings or other monetary results. In 1985, with only a small increase in staff, it identified $73.9 million in monetary results—more than a 700 percent increase.

OIG has had highly talented, imaginative employees throughout its history. Over the years, it has met the challenge of vastly expanded USDA budgets and programs by providing its people with training and skills on the cutting edge of advanced audit and investigative techniques, not the least of which is the extensive use of computers.

OIG is responsible for leadership and coordination in promoting economy, efficiency and effectiveness, and detecting and preventing fraud, waste and abuse in USDA's programs and operations. To carry out its responsibilities, OIG conducts and supervises audits and investigations and keeps agency officials and the Congress informed about problems and deficiencies in the administration of the programs and operations and about the necessity for and progress of corrective action.

The Office consists of a highly qualified staff of Auditors and Investigators with computer, legal, administrative and other staff providing specialized support.

Major(s)	Degree(s)
Accounting	BS, MBA
Criminal Justice	BS, MBA

GS Level(s)	Occupational Title(s)
5/7/9	Auditor
5/7/9	Criminal Investigator

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Personnel Operations
Office of Inspector General
Room 31-W
Washington, DC 20250
(202) 447-6891

Board of Governors of the Federal Reserve System

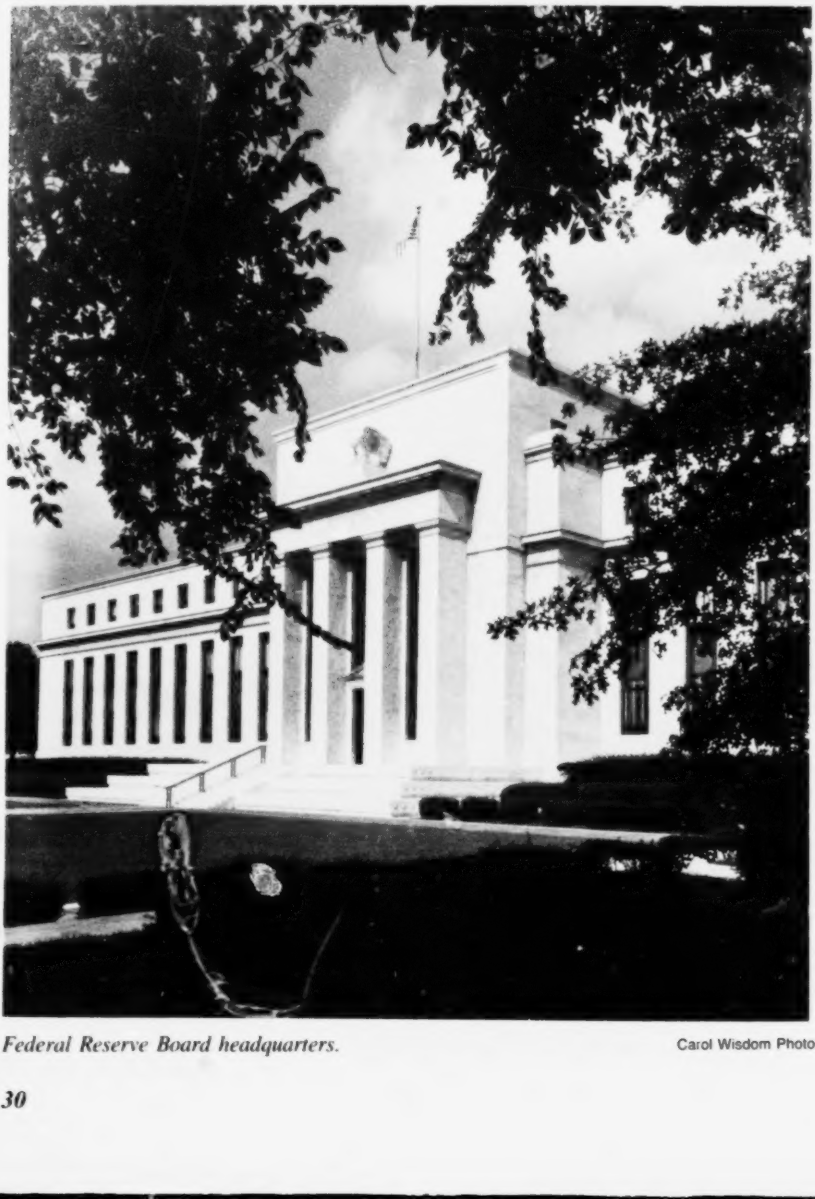
20th and Constitution Avenue, NW
Washington, DC 20551

THE BOARD

The **Board of Governors of the Federal Reserve System** was established in 1913 as an independent agency of the Federal Government. The Board's primary function is to set monetary policy to foster stable economic conditions and long-term economic growth. In addition, the Board has broad supervisory and regulatory responsibilities over the activities of the Federal Reserve Banks, its member banks and other financial institutions. It sets margin requirements on credit purchases in the stock market and oversees certain international banking activities.

Employment Opportunities

The Board's commitment to its mission can be measured in part by its ability to attract and retain scholars and other highly professional staff from across the country. This creates a stimulating, intellectual working atmosphere.



Federal Reserve Board headquarters.

Carol Wisdom Photo

Salaries and Federal Reserve grade levels for all positions are based on education and years of experience.

Business and Finance Majors

Financial Analysts in the Division of Supervision and Regulation review and analyze applications for Board approval of the formation or expansion of bank holding companies, bank mergers, changes in bank control, establishment of bank branches and membership in the Federal Reserve System.

Other Financial Analysts review and analyze bank examination reports and reports of bank holding company inspections that have been prepared by the Federal Reserve Banks. Operational Analysts exercise the Board's statutory responsibility for general supervision of the Federal Reserve Banks and branches. They evaluate the adequacy of controls and operational effectiveness in key functional areas of Reserve Banks.

Review Examiners are primarily concerned with consumer affairs, such as truth in lending and equal credit opportunity. They are responsible for reviewing and coordinating the results of examinations of banks subject to the Board's credit regulation.

Economics Majors

The Board of Governors has a continuing need for qualified Economists. The research positions at the Board involve a wide range of responsibilities in both the domestic and the international Economic areas. There are openings for Economists interested in either long-range research or analysis of current developments.

Economists are hired at all levels depending upon training and experience. The Board considers individuals with doctorates or candidates with all work completed toward the degree except the dissertation. Opportunities for Research Assistants are available for individuals with bachelor's degrees in economics or related research fields.

Attorneys

The Board hires Attorneys to provide counsel to the Board in areas of commercial, corporate, antitrust, administrative and banking law. These fields deal with a wide variety of subjects including bank mergers, bank holding companies and reserve requirements.

Along with being a member of an accredited Bar, individuals should possess legal experience, particularly in the financial field or a consumer-related area. Law school graduates with experience in law review work or legal writing are given preference.

Computer Science and Management Information Systems Majors

The Board uses computers to collect, analyze and present information in direct support of the Board's primary missions. Data to support the monetary policy, supervisory and regulatory functions of the Board are collected from financial institutions by the 12 Federal Reserve Banks and transmitted to the Board. The Federal Reserve operates its own highly sophisticated communications network which utilizes X.25 packet-switching technology for transmitting of information nationwide.

Major(s)	**Degree(s)**
Business	MBA
Computer Science	BS, MS, MBA
Economics	BA, BS, PhD
Finance	BS, MBA
Law	JD
Management Information Systems	BS, MS, MBA

Federal Reserve Occupational Titles*

- Financial Analyst
- Review Examiner/Bank Examiner
- Economist
- Research Assistant
- Attorney
- Computer Professional

* The Federal Reserve System has a separate grade and salary structure

Significant opportunities exist at the Board for computer and information systems graduates. These opportunities cover a wide range of areas, including testing and evaluating of new technology, programming, systems and data communications analysis, information center and end-user computing and distributed data processing support.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Division of Human Resources Management MS156
Board of Governors of the Federal Reserve System
20th and Constitution Avenue, NW
Washington, DC 20551
(202) 452-3880
1-800-448-4894 (Toll free)

For Current Job Vacancies

(202) 452-3038 (24-hour job line)

Central Intelligence Agency

Washington, DC 20505

THE AGENCY

The **Central Intelligence Agency (CIA)**, created in 1947, serves the United States as an invaluable source of information on trends and current events abroad. The CIA coordinates the nation's intelligence activities by collecting, evaluating and disseminating foreign intelligence that directly affects national security. The Agency correlates the efforts of many Federal intelligence organizations and provides the President and other policy makers with much of the information they need to formulate foreign policy.

The CIA is organized into four major components called Directorates. The diversity of career opportunities throughout these Directorates encompasses the talents and skills of individuals with a great variety of interests and academic backgrounds—from science to fine arts. Briefly, the Directorate of Operations, the clandestine arm of the CIA, collects foreign intelligence and conducts counter-intelligence operations. The Directorate of Science and Technology designs, develops and operates highly advanced technical collection systems. The Directorate of Intelligence collates and analyzes information, reporting its findings to government policy makers. The Directorate of Administration provides comprehensive support for the other three Directorates in areas such as management information systems, finance, logistics, personnel and security.

Many of these jobs also exist outside the CIA, but they are not the same. The nature of the organization and its mission adds something special to whatever career path an employee chooses. It takes a special person to work for the CIA. CIA employees have in common a special drive and determination that has led them to a career where they feel they are doing something positive in the world. All are motivated in their life and work by high standards of honesty and integrity.

Most CIA positions are located in the metropolitan Washington, DC, area. Salaries, following the Civil Service scale, depend on education, employment experience and the nature of the assignment for which the candidate is selected and trained.

Because of the important nature of CIA careers, the application process requires medical and psychiatric exams, a thorough background investigation and a polygraph interview. Applicants should apply well before they would be available for employment because the entire application process can take six or more months to complete. The Central Intelligence Agency is an Equal Opportunity Employer and encourages applications from U.S. citizens of all races, creeds and ethnic backgrounds.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

The CIA also offers the following Internship Programs:

Undergraduate Scholar Program

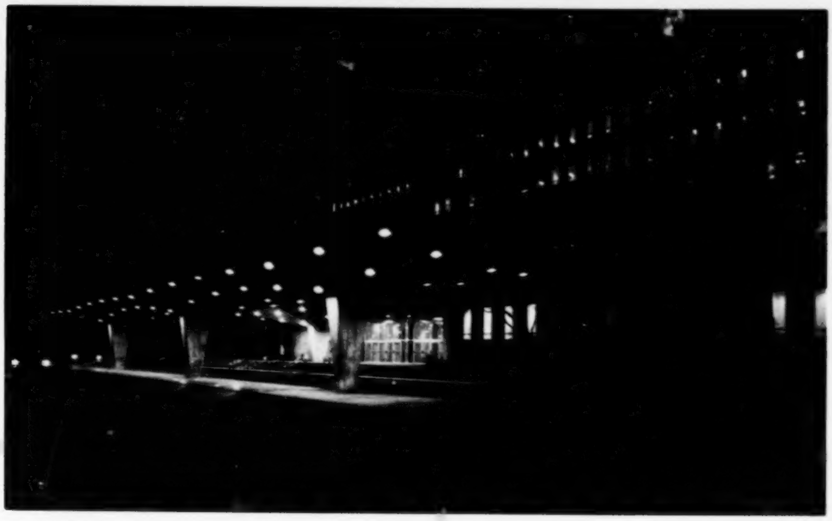
Minimum high school GPA of 2.75; maintain minimum college GPA of 2.75; full-time student enrolled in four- or five-year college program.

Undergraduate Student Trainee Program

Cooperative Education—Minimum GPA of 2.75; full-time student enrolled in four- or five-year college program.

Minority Undergraduate Studies Program

Minimum GPA of 2.75; completed one year of college-level academic study.



Central Intelligence Agency headquarters.

CIA Photo

Career Trainee Internship and Tuition Assistance Program

Minimum GPA of 3.0.

Graduate Studies Program

Committed to attending graduate school fall following the summer internship.

Summer Fellowship Program

Faculty member or administrator of Historically Black Colleges and Universities.

FOR FURTHER INFORMATION CONTACT

Personnel Representative (FCD)
Central Intelligence Agency
PO Box 1925
Department S, Room 4N20
Washington, DC 20013

U.S. citizens interested in careers with the CIA should send comprehensive resumes outlining relevant qualifications, educational background and work experience to the above address.

	GS Level(s)*			Occupational Categories*
	BA, BS	MA, MBA, MSC	JD, MD, PHD	
GS	7–8	9–10	10–11	Career Trainee
GS	7–8	8–10	10–12	Political Science
GS	7–8	9–10	11–12	Economics
GS	7–8	9–10	11–12	Intelligence Production
GS	7–8	9–10	11–12	Military Intelligence
GS	7–8	9–10	11–12	Geography
GS	7–8	9–10	11–12	History
GS	7–8	9–10	11–12	Psychology
GS	7–8	9–10	11–12	Cartography
GS	7–8	9–10	11–12	Sociology
GS	7–8	9–10	11–12	Linguistics
GS	7–8	9–10	11–12	Personnel (General)
GS	7–8	9–10	11–12	General Administration
GS	7–8	9–10	11–12	Accounting (Budget)
GSE	7–8	9–10	11–12	Engineering**
GS	9		15	Legal
GSY	11		14	Medical**
GSP	7	8–9	10–11	Physical Science**
GS	7–8	9–10	10–11	Library Science
GS	7–8	8–10	10–11	Mathematics
GS	7–9	9–10	10–11	Logistics
GS	7–8	8–10	10–11	Printing**

*Starting GS Level and Occupational Category depend on experience; all majors are acceptable

**Special pay schedule

Department of Commerce

14th and Constitution Avenue, NW
Washington, DC 20230

THE DEPARTMENT

Challenges—the future is full of them. Those of us who confront the challenges guide the future. The **Department of Commerce** is the business agency of the Federal Government. Its challenge is to foster, serve and promote the nation's economic development and technological advancement within the framework of the free enterprise system. The agency charts the oceans, tests products from gauges to garages, promotes patents and trademarks, takes the country's economic pulse, promotes tourism, predicts the weather, clocks the nation's population and much more.

Established as a separate agency on March 4, 1913, when the Department of Commerce and Labor separated, the Department includes some of the government's oldest programs. The census and patent functions, which are provided for in the Constitution, date from 1790. The National Ocean Service is considered the nation's first scientific agency, since its origins are in the Coast Survey which was established on February 10, 1807. Central to the Department's mission to "Foster, promote and develop the foreign and domestic commerce, (and) . . . manufacturing and shipping . . . industries of the United States" are its services to promote U.S. exports. It provides business with basic economic research data necessary to make sound decisions on industrial growth and development. The Department promotes the increased use of science and technology in the development of U.S. industrial capacity and the production of civilian goods.

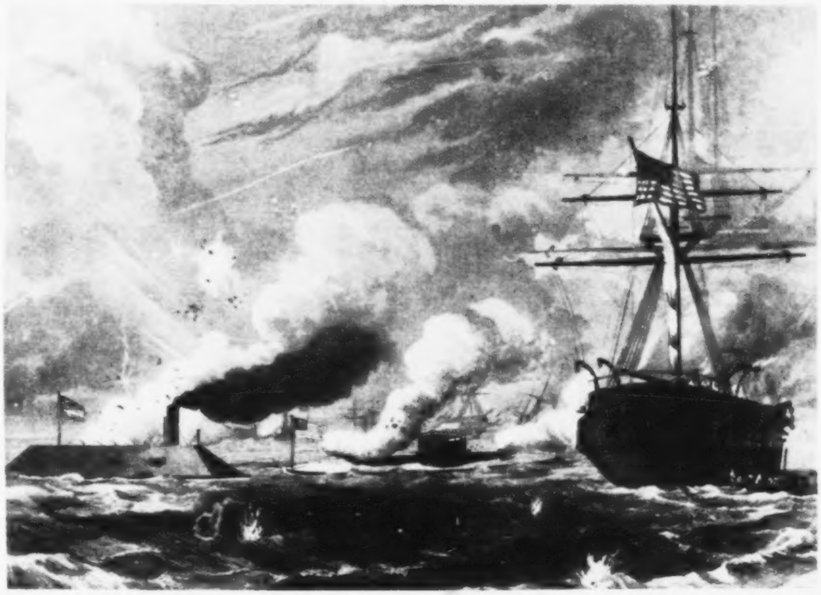
The Department's statistical data and business analyses provide the standard analytic framework for national economic policy planning. Through offices in major U.S. cities and more than 100 posts in scores of foreign countries, Commerce develops international trade opportunities. The Department also administers legislation that helps U.S. industry and labor to counter unfair foreign trade practices.

The agency's oceanic and atmospheric programs further the nation's safety, welfare, security and commerce through increasing knowledge and rational use of the natural environment. These functions include predicting the weather, charting the seas and skies, protecting ocean resources and collecting data on oceans, space and sun.

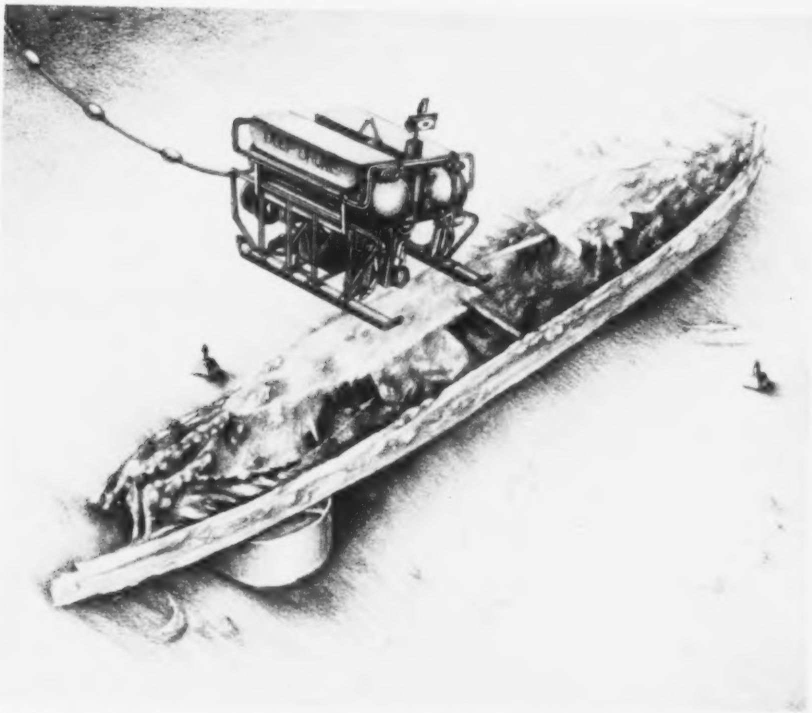
With 34,000 employees around the globe, the Department has the population of a small city—and as many occupations. It is located in Washington, DC, and Wichita; Boston and Bombay; Seattle and Singapore—everywhere in the world its mission requires it. It is even at sea and in the air.

Some past employees are famous. Herbert C. Hoover served as Secretary of Commerce on his way to becoming 31st President. Herman Hollerith worked for the Census Bureau before he founded International Business Machines Corporation, better known as IBM. Clara Barton, a Patent Office employee, and one of government's first female workers, later founded the American Red Cross. Other well-known former Commerce people include Charles Lindbergh and Alexander Graham Bell.

Commerce offers careers in hundreds of fields as varied as the agencies under the Commerce name. It's compelling work that's ever-changing, exciting, intriguing . . . challenging! Commerce has an important mission and an important place for its employees.

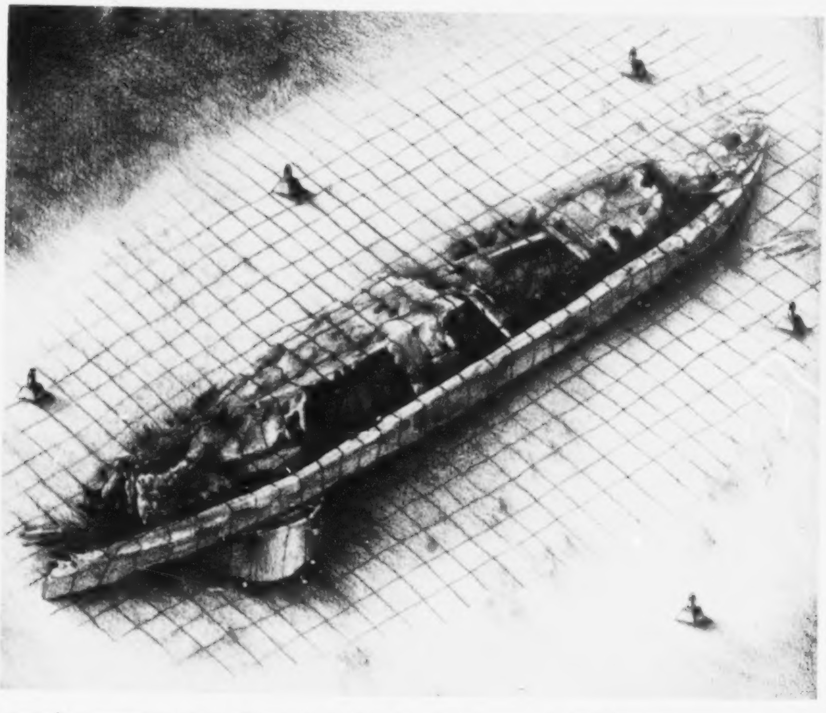


The Civil War battle between the ironclads Monitor *and* Merrimac *lasted four hours and changed naval warfare forever. Overnight it rendered wooden warships obsolete. It occurred on Sunday, March 9, 1862, at Hampton Roads, Virginia.* Dept. of Commerce Photo



The Monitor *sank during a raging storm on December 31, 1862, off the coast of Cape Hatteras, North Carolina. Four officers and twelve crewmen were lost. Marine archaeologists rediscovered the* Monitor *in a murky grave 220 feet under the Atlantic. In January 1985, the* Monitor's *resting place was designated a National Marine Sanctuary administered by Commerce's National Oceanic and Atmospheric Administration. In June 1986, the* Monitor *was designated our country's first undersea National Historic Landmark.*

Dept. of Commerce Photo



Artist's conception of an electronic grid to be placed around the Monitor *wrecksite. This will enable highly accurate three-dimensional positioning of scientific equipment during NOAA's expedition to the* Monitor.

Dept. of Commerce Photo

The Department of Commerce has several operating unit Headquarters Personnel Offices in the Washington, DC, metropolitan area. For information on employment opportunities in any of those offices, candidates should contact that particular operating unit directly.

For information on employment opportunities outside the Washington, DC, area, applicants should contact one of the following Administrative Support Centers. These offices recruit for most Department of Commerce field offices.

Administrative Support Centers

Personnel Officer
Eastern Administrative Support Center
U.S. Department of Commerce
253 Monticello Avenue
Norfolk, VA 23510
(804) 441-6516

Personnel Officer
Central Administrative Support Center
U.S. Department of Commerce
601 East 12th Street
Kansas City, MO 64106
(816) 758-2056

Personnel Officer
Mountain Administrative Support Center
U.S. Department of Commerce
325 Broadway
Boulder, CO 80303
(303) 497-6306

Personnel Officer
Western Administrative Support Center
U.S. Department of Commerce
7600 Sand Point Way, NE
-BIN C15700
Seattle, WA 98115
(206) 526-6054

Department of Commerce

Office of the Secretary
14th and Constitution Avenue, NW
Washington, DC 20230

THE OFFICE

The **Secretary and Deputy Secretary** manage and direct policy for the Department of Commerce and provide essential services to keep it operating smoothly.

The **Office of the General Counsel** is the legal arm of the Department. It provides advice and assistance to the Secretary and other top officials and supervises the legal work of the various Commerce components.

The **Office of Congressional and Intergovernmental Affairs** supports the Administration's legislative goals and communicates with other Federal, state and local officials on legislation, policies and programs.

The **Office of Public Affairs** is the information and news operation of the Department dealing with the press, TV and the public.

The **Office of Business Liaison** links business and government, keeping businesses abreast of government resources, locating government information sources and keeping Department officials aware of the needs of business.

The **Office of Consumer Affairs** counsels businesses and helps them deal effectively with consumer concerns.

The **Assistant Secretary for Administration** provides management analysis and control, planning, budget and finance, procurement, management and information systems, personnel, civil rights and other key support services.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, MA, MBA	5/7/9	Accountant
Business	BA, MBA	5/7/9	Budget Specialist
Business	BA, MA, MBA	5/7/9	Budget Analyst
Business	BA, MA, MBA	5/7/9	Contract Specialist
Business	BA, MA, MBA	5/7/9	Management Analyst
Business	BA, MA, MBA	5/7/9	Personnel Management Specialist
Business	BA, MA, MBA	5/7/9	Program Analyst
Computer Science	BS, MS	5/7/9	Computer Specialist
Computer Science	BS, MS	5/7/9	Computer Systems Analyst
Finance	BA, MBA	5/7/9	Budget Analyst
Law	JD, LLB	9/11	Attorney
Liberal Arts	BA, MA, MBA	5/7/9	Budget Analyst
Liberal Arts	BA, MA, MBA	5/7/9	Contract Specialist
Liberal Arts	BA, MA, MBA	5/7/9	Management Analyst
Liberal Arts	BA, MA, MBA	5/7/9	Personnel Management Specialist
Liberal Arts	BA, MA, MBA	5/7/9	Program Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Office of the Secretary
Department of Commerce
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

Most professional positions and student programs in the Office of the Secretary are located in Washington, DC.

Department of Commerce

Bureau of the Census

Room 3254, Building Three
Washington, DC 20233

THE BUREAU

The **Census Bureau** is the nation's foremost statistical agency, gathering information on nearly all facets of American life. Because of this, it is often called the "Fact Finder of the Nation." Members of the Bureau's staff are involved in planning, conducting, analyzing, evaluating and publishing censuses on agriculture, business, construction and housing, foreign trade, manufacturing, transportation and government. The Bureau is also widely recognized for its research in statistical sampling and methodologies.

The Decennial Census of population is used to delineate Congressional districts and to determine the number of Congressional representatives. The population census also determines the amount of Federal funds received by various enumeration districts.

Mathematical Statisticians conduct research in the areas of sampling, quality control, modeling and other fields related to the development of improved techniques, methodologies and equipment.

Computer Specialists find a wide variety of career opportunities at the Bureau. Systems Analysts keep abreast of rapid changes in methods and equipment. They also design and validate major processing systems and routines and seek solutions to unique processing problems created by the Bureau's needs. Applications Programmers design programs that edit, correct and match data as well as programs which develop tabulations. Census Bureau Engineers design special equipment and make adaptations on commercial equipment to meet the unique demands of Census processing. The never-ending search for better techniques makes innovation and imagination the mainstay of the Census Bureau computer specializations—specializations which provide the foundation to the information programs the Bureau provides.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Cartography	BS	5/7	Cartographer
Computer Science	BS	5/7	Applications Programmer
Computer Science	BS	5/7	Systems Analyst
Economics	BS	5/7	Economics Statistician
Geography	BA	5/7	Geographer
Statistics	BS	5/7	Mathematical Statistician
Statistics	BS	5/7	Survey Statistician

Statisticians are instrumental in the design of questionnaires, the preparation of analytical studies of data and the development of systems for capturing and processing data. They work to ensure that data are readily accessible and appropriate. Survey Statisticians in the Bureau's 12 Regional Offices work closely with officials of local government and business to recruit and train Census interviewers, and supervise various surveys and censuses.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
Bureau of the Census
Room 3254, Building Three
Washington, DC 20233
(301) 763-5780

For Employment Opportunities in Jeffersonville, Indiana, Contact

Personnel Officer
Census Data Preparation Center
1201 East 10th Street
Jeffersonville, IN 47132
(317) 358-3323

Professional positions and student programs available through this office are located in Suitland, Maryland (metropolitan Washington, DC); and Jeffersonville, Indiana. A limited number exist in Regional Office cities nationwide. For these opportunities, contact one of the Administrative Support **Centers listed on Page 35.**

Department of Commerce

Bureau of Economic Analysis
1401 K Street, NW
Washington, DC 20230

THE BUREAU

The **Bureau of Economic Analysis (BEA)** is a source of economic intelligence. BEA provides a clear picture of the economy through the development, preparation and interpretation of the economic accounts of the United States. The economic accounts—national, regional and international—provide basic information on such key issues as economic growth, inflation, regional development and the nation's role in the world economy.

National economic accounts include the national income and product accounts of which the gross national product (GNP) is the cornerstone. The national income and product accounts provide a quantitative view of the production, distribution and use of the nation's output. Other branches of the national accounts show the holdings of the nation's tangible wealth and, in input-output accounts, how industries interact to produce the GNP.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, MA, MBA	5/7/9	Accountant
Computer Science	BS, MS	5/7/9	Computer Specialist
Economics	BS, MS	5/7/9	Economist
Statistics	BS, MS	5/7/9	Statistician

Regional economic accounts provide information on economic activity by region, state, metropolitan statistical area and county. Estimates of personal income are provided, with detail, by type of income and industry of origin.

International economic accounts cover U.S. transactions with foreign countries (the balance of payments) and the international investment position of the United States. They are supplemented by detailed data on foreign direct investments in the United States and on U.S. direct investments abroad.

BEA also prepares estimates of expenditures to control pollution and maintains several tools for interpreting and forecasting economic developments. These tools include national and regional econometric models and a system of indicators to track business cycles.

The Bureau employs approximately 450 highly skilled individuals who are engaged in the preparation and analysis of economic information and in research activities focusing on improving methods of accomplishing its tasks.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Bureau of Economic Analysis
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

All professional positions and student programs available through this office are located in Washington, DC.

Department of Commerce

Bureau of Export Administration
14th and Constitution Avenue, NW
Washington, DC 20230

THE BUREAU

The **Bureau of Export Administration (BXA)** licenses exports of most non-military, non-agricultural commodities and technical data. BXA is the primary agency responsible for balancing national security and foreign policy interests with the need for strong and vigorous U.S. exports. BXA also helps U.S. business comply with U.S. and multilateral export controls. Technical personnel maintain close contact with U.S. companies and other government agencies. BXA also represents U.S. Government and business trade interests during multinational export control meetings and negotiations.

The **Office of Export Licensing** processes license applications, conducts systems reviews of special licenses, provides guidance on compliance programs to U.S. and foreign firms, and assists the business community with license preparation. Most positions in this office are for Export Administration Specialists.

The **Office of Technology and Policy Analysis** develops overall policies for export licensing. It provides policy and technical expertise across technologies and country-specific issues. Positions in this office range from Electronic and Electrical Engineers to Export Policy Analysts.

The Engineers and Export Policy Analysts in the **Office of Foreign Availability** determine if a foreign item comparable to a U.S.-controlled good or technology is freely available from non-U.S. sources to such an extent that it should be decontrolled. The work focuses on the collection, management and analysis of a wide body of information.

The **Office of Export Enforcement** investigates suspected violations of export administration law. This nationwide effort uses the skills of Criminal Investigators and Export Compliance Specialists.

The **Office of Export Intelligence** collects, analyzes and disseminates intelligence information to support export enforcement, licensing and anti-boycott enforcement operations. The Criminal Investigators and Export Compliance Specialists in this office prepare investigative case evaluations, reports and statistical profiles.

The **Office of Antiboycott Compliance** employs Export Policy Analysts and Export Compliance Specialists to develop and implement policies for opposing foreign boycotts against countries friendly to the United States. It also investigates alleged violations and negotiates and enters into consent agreements with alleged violators.

The **Office of Administration** focuses on budget and financial management, security operations, administrative services, information resources and management analysis. Most employees in this office are Computer Programmer Analysts, Management Analysts and Program Analysts.

Major(s)	**Degree(s)**	**GS Level(s)**	**Occupational Title(s)**
Computer Science	BS, MS	5/7/9	Computer Programmer Analyst
Computer Science	BS, MS	5/7/9	Computer Specialist
Electrical Engineering	BS, MS	5/7/9	Electrical Engineer
Electronics Engineering	BS, MSEE	5/7/9	Electronics Engineer
Foreign Policy*	BA, MA	5/7/9	*Export Administration Specialist
International Affairs*	BA, MA	5/7/9	*
International Business*	BA, MA	5/7/9	*Export Compliance Specialist
International Trade*	BA, MA, MBA	5/7/9	*
Law Enforcement	BA, MA	5/7/9	Criminal Investigator
Law Enforcement	BA, MA	5/7/9	Export Compliance Specialist
Management*	BA, MA, MBA	5/7/9	*
Marketing*	BA, MA, MBA	5/7/9	*Export License Specialist
Public Administration*	BA, MA, MBA	5/7/9	*Export Policy Analyst

*Candidates with these majors may be placed in any of the (*) positions listed

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Bureau of Export Administration
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

For employment opportunities in Regional Office cities nationwide, contact one of the Administrative Support Centers listed on Page 35.

Professional positions and student programs available through this office are located in Washington, DC; New York, Chicago, Los Angeles, San Jose, Boston, Dallas and Miami.

Department of Commerce

Economic Affairs
14th and Constitution Avenue, NW
Washington, DC 20230

THE UNDER SECRETARY

The **Under Secretary for Economic Affairs** leads Commerce's participation in developing Executive Branch economic policy. Major activities include interpreting economic conditions and trends, analyzing business and economic implications of developments and proposed policies, providing basic economic and demographic statistics and encouraging economic growth through technological innovation.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Business Administration	BA, MA, MBA	5/7/9	Management Analyst
Business Administration	BA, MA, MBA	5/7/9	Program Analyst
Economics	BS, MS	5/7/9	Economist
Finance	BA, MA, MBA	5/7/9	Financial Analyst
Management	BA, MA, MBA	5/7/9	Management Analyst
Management	BA, MA, MBA	5/7/9	Program Analyst

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Economic Affairs
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

All professional positions and student programs available through this office are located in Washington, DC.

Department of Commerce

Economic Development Administration
14th and Constitution Avenue, NW
Washington, DC 20230

THE ADMINISTRATION

The **Economic Development Administration (EDA)** provides loans, grants, and technical assistance to help eligible communities, states, and regions plan and carry out economic development programs. EDA operates primarily where unemployment is high and persistent or where family income is low.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Business Administration	BA, MA, MBA	9	Budget Analyst
Community Planning	BA, MA	9	Community Planner
Financial Management	BA, MA, MBA	9	Loan Specialist

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Economic Development Administration
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

For employment opportunities throughout the country, contact one of Commerce's Administrative Support Centers listed on Page 35.

Professional positions and student programs available through this office are located primarily in Washington, DC. A limited number of opportunities exist nationwide.

Department of Commerce

International Trade Administration
14th and Constitution Avenue, NW
Washington, DC 20230

THE ADMINISTRATION

The **International Trade Administration (ITA)** carries out the U.S. Government's non-agricultural foreign trade activities. It encourages and promotes U.S. exports of manufactured goods, administers U.S. statutes and agreements dealing with foreign trade and advises on U.S. international trade and commercial policy.

ITA's major program areas are:

Trade Development, which is responsible for industry analysis, trade and investment monitoring and statistics, and policy and program development related to specific sectors and industries;

International Economic Policy, which is responsible for multilateral and bilateral initiatives and negotiations, as well as for the provision of information and assistance to U.S. businesses investigating or pursuing commercial opportunities in specific foreign countries; and

The **United States and Foreign Commercial Service (US&FCS),** which is a worldwide network of 1,300 men and women dedicated to increasing the export and profits of U.S. companies. This increase creates more jobs for Americans. The US&FCS is uniquely positioned to help U.S. businesses begin exporting, with direct access to more than 94 percent of the global market for U.S. products.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Business Administration	BA, MA, MBA	5	International Trade Specialist
Economics	BS, MS	5/7/9	Economist
Finance	BA, MA, MBA	5	International Trade Specialist
Industrial Economics	BS, MS	5/7/9	Industry Economist
Industrial Relations	BA, MA, MBA	5/7/9	Commodity Industry Specialist
International Business	BA, MA, MBA	5/7/9	International Trade Specialist
International Economics	BS, MS	5/7/9	International Economist
International Trade	BA, MA, MBA	5/7/9	Commodity Industry Specialist
Marketing	BA, MA, MBA	5	International Trade Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Officer
International Trade Administration
14th and Constitution Avenue, NW
H4211
Washington, DC 20230
(202) 377-3071

For Overseas Opportunities Contact

U.S. and Foreign Commercial Service
14th and Constitution Avenue, NW
H3813
Washington, DC 20044-0688
(202) 377-3133

For employment opportunities throughout the country, contact one of the Administrative Support Centers listed on Page 35.

Professional positions and student programs available through this office are located in Washington, DC; 70 U.S. cities and 125 overseas posts in 68 foreign countries.

Department of Commerce

Minority Business Development Agency
14th and Constitution Avenue, NW
Washington, DC 20230

THE AGENCY

The **Minority Business Development Agency (MBDA)** promotes minority business as a valuable and dynamic segment of the American free enterprise system, and works to increase minority business ownership, growth and profits.

MBDA's broad range of management and technical assistance strengthens the capabilities of minority businesses and promotes partnerships of minority firms with other American businesses, industry and government.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Business Administration*	BA, MA, MBA	5/7/9	*Business Development Specialist
Economics	BS, MS	5/7/9	Economist
Financial Management*	BA, MA, MBA	5/7/9	*Management Analyst
Marketing*	BA, MA, MBA	5/7/9	*
Public Policy*	BA, MA, MBA	5/7/9	*Program Analyst

*Candidates with these majors may be placed in any of the (*) positions listed

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Minority Business Development Agency
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

For employment opportunities in Regional Office cities nationwide, contact one of the Administrative Support Centers listed on Page 35.

Professional positions and student programs available through this office are located in Washington, DC, Atlanta, New York City, Chicago, Dallas and San Francisco.

Department of Commerce

National Institute of Standards and Technology
Room A-123, Administration Building
Gaithersburg, MD 20899

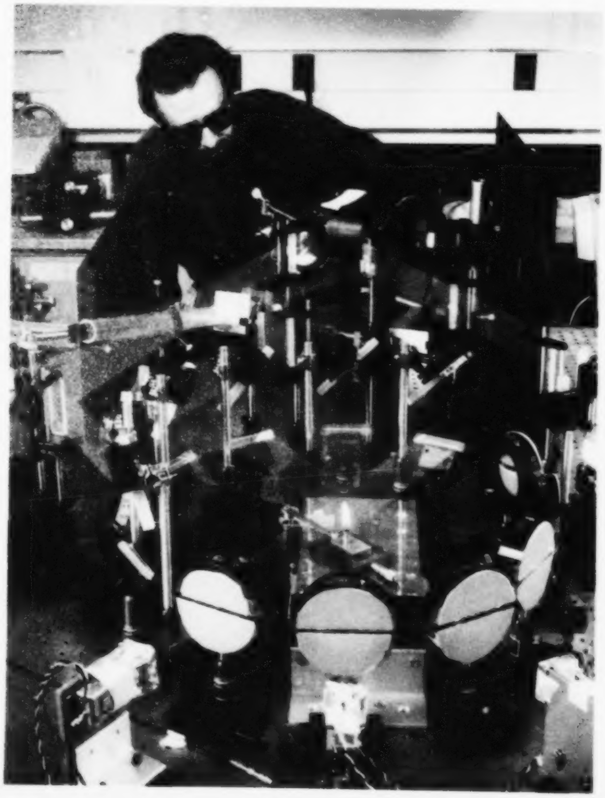
THE INSTITUTE

Measurement plays a major role in searches for new materials, new processes and new and better technology. Providing accurate measurements is the unique mission of the **National Institute of Standards and Technology**, formerly called the National Bureau of Standards. By supplying the measurement foundation for industry, science and technology, the Institute helps the nation improve product quality, achieve higher productivity and increase competitiveness abroad.

The science of measurement affects nearly every segment of the U.S. economy—from new technologies such as advanced ceramics, automated manufacturing, superconductivity, optoelectronics and biotechnology to more traditional fields such as weights and measures. For these and other areas of technology, the Institute develops the standards, measurement techniques, reference data, test methods and calibration services that help to ensure national and international measurement capability and compatibility.

For over 85 years, the Institute's research has laid the groundwork for fundamental advances in electricity, aviation and automotive engineering and materials. It has provided essential improvements in electrical standards and developed better standards of length and new standards of light, temperature and time. In fact, frequency measurements by the Institute's scientists now make it possible to tie measurements of time and length to a single precise standard.

As a nonregulatory agency of the U.S. Department of Commerce, the Institute was established in 1901 as the National Bureau of Standards, specifically to aid man-



Laser tomography is used by a National Institute of Standards and Technology Mechanical Engineer to observe high-temperature reactions important in a number of industrial processes such as power and steam generation, recovery of materials and materials processing.

Dept. of Commerce Photo

National Institute of Standards and Technology Structural Engineer studies test data as part of earthquake hazards prevention research.

Dept. of Commerce Photo

manufacturing, commerce, government and the academic community. Researchers from industry and universities often work at Institute laboratories with internal experts on projects of common interest. For example, engineers, machinists and computer specialists from private companies, government and universities have joined the Institute's researchers to develop the quality control techniques and the computer software interface standards needed for the automated factory of the future.

The Institute employs a highly skilled staff of 3,000 at its headquarters in Gaithersburg, Maryland, and at its site in Boulder, Colorado. In Gaithersburg, there are 27 buildings on 579 acres; in Boulder, researchers work in 14 buildings on 205 acres.

On January 1, 1988, the Institute began an exciting five-year Personnel Management Demonstration Project with the possibility that the system will be made permanent by future legislation. The Demonstration Project, a pay for performance system, includes the benefits of flexible position classification, direct hiring and the opportunity to set higher entry salaries and offer recruitment and retention allowances. Occupations are aggregated into four career paths: Scientific and Engineering (ZP), Scientific and Engineering Technician (ZT), Administration (ZA) and Support (ZS). Each career path is composed of discrete Pay Bands corresponding to recognized advancement within the occupations. These Pay Bands replace GS grades. For example, in the Scientific and Engineering Career Path, a ZP-II pay ranges from a GS-7 to GS-10; a ZP-IV pay ranges from a GS-13 to GS-14.

Major(s)	Degree(s)	Pay Band(s)	Occupational Title(s)
Architecture	BS, MS, PhD	ZP I-IV	Architect
Ceramic Engineering	BS, MS, PhD	ZP I-IV	Ceramic Engineer
Chemical Engineering	BS, MS, PhD	ZP I-IV	Chemical Engineer
Chemistry	BS, MS, PhD	ZP I-IV	Chemist
Civil Engineering	BS, MS, PhD	ZP I-IV	Civil Engineer
Computer Science	BS, MS, PhD	ZP I-IV	Computer Specialist
Electrical Engineering	BS, MS, PhD	ZP I-IV	Electrical Engineer
Electronics Engineering	BS, MSEE, PhD	ZP I-IV	Electronics Engineer
Fire Prevention Engineering	BS, MS, PhD	ZP I-IV	Fire Prevention Engineer
General Engineering	BS, MS, PhD	ZP I-IV	General Engineer
Industrial Engineering	BS, MS, PhD	ZP I-IV	Industrial Engineer
Materials Engineering	BS, MS, PhD	ZP I-IV	Materials Engineer
Mathematics	BS, MS, PhD	ZP I-IV	Mathematician
Mechanical Engineering	BS, MS, PhD	ZP I-IV	Mechanical Engineer
Metallurgy	BS, MS, PhD	ZP I-IV	Materials Scientist
Physical Science	BS, MS, PhD	ZP I-IV	Physical Scientist
Physics	BS, MS, PhD	ZP I-IV	Physicist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Officer
National Institute of Standards and Technology
Room A-123, Administration Building
Gaithersburg, MD 20899
(301) 975-3008

For Positions in Colorado Contact

Personnel Officer
Mountain Administrative Support Center
U.S. Department of Commerce
325 Broadway
Boulder, CO 80303
(303) 497-6305

Professional positions and student programs available through this office are located at Headquarters in Gaithersburg, Maryland, and at the Boulder, Colorado, site.

Department of Commerce

National Oceanic and Atmospheric Administration
14th and Constitution Avenue, NW
Washington, DC 20230

THE ADMINISTRATION

The **National Oceanic and Atmospheric Administration (NOAA)** conducts research and gathers data about the oceans, atmosphere, space and sun and applies this knowledge to products and services that touch the lives of all Americans.

NOAA's services warn of dangerous weather, chart the seas and skies, guide the use and protection of ocean resources and help in planning for the future by enriching understanding of the complex physical environment.

Established in 1970, NOAA is made up of some of the most venerable Federal agencies. The National Ocean Service was established as the Coast Survey at President Jefferson's direction in 1807; the National Marine Fisheries Service in 1871; the National Weather Service in 1890. NOAA's more than 12,000 employees are stationed around the globe in laboratories, ships, aircraft, undersea habitats, weather stations and many other locations. Their tools range from weather balloons to environmental satellite systems, advanced research ships and aircraft and some of the world's most powerful computers.

NOAA's **National Marine Fisheries Service** keeps a bountiful supply of nutritious fish and shellfish on America's tables by helping commercial and sport fishermen and managing the sea's living resources within 100 miles of shore. It also protects marine habitats and such animals as the great whales, porpoises and sea turtles—part of everybody's heritage.

NOAA's **National Weather Service** maintains a constant vigil for life-threatening dangers such as hurricanes, tornadoes, winter storms and floods. Its public weather forecasts influence the daily decisions of all Americans. Its forecasts for pilots, boaters, water resource managers, farmers and foresters play a major role in the operation of the nation's economy.

NOAA's **National Ocean Service** produces the nautical and aeronautical charts that guide people in the sea and air. Its geodetic surveys give precise definition to land boundaries. Its fleet of research ships and aircraft collects information and provides regional and global products to help use the marine environment with wisdom. It protects the coastal zone in which nearly half of Americans live, operates marine and estuarine sanctuaries where most marine life begins and sounds an alert when waters are polluted.

The scope and mission of the National Ocean Service have grown tremendously since President Thomas Jefferson directed its establishment as a "Survey of the Coast." Today, it conducts programs in marine science, engineering, and development to support NOAA programs in mapping, charting, oceanographic surveying and monitoring, geodesy, and vessel operation.

Dept. of Commerce Photo

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Cartography	BS, MS	5/7/9/11/12	Cartographer
Computer Science	BS, MS	5/7/9/11/12	Computer Specialist
Economics	BS, MS	5/7/9/11/12	Economist
Engineering	BS, MS	5/7/9/11/12	Engineer
Fishery Biology	BS, MS	5/7/9/11/12	Fishery Biologist
Geodesy	BS, MS	5/7/9/11/12	Geodesist
Hydrology	BS, MS	5/7/9/11/12	Hydrologist
Mathematics	BS, MS	5/7/9/11/12	Geodesist
Mathematics	BS, MS	5/7/9/11/12	Geophysicist
Mathematics	BS, MS	5/7/9/11/12	Oceanographer
Mathematics	BS, MS	5/7/9/11/12	Mathematician
Meteorology	BS, MS	5/7/9/11/12	Meteorologist
Oceanography	BS, MS	5/7/9/11/12	Oceanographer
Physics	BS, MS	5/7/9/11/12	Geodesist
Physics	BS, MS	5/7/9/11/12	Geophysicist
Physics	BS, MS	5/7/9/11/12	Oceanographer

NOAA's **National Environmental Satellite, Data and Information Service** operates environmental satellite systems that help make weather and flood forecasts, predict crop conditions and provide ocean information for fishermen and sailors. Its data centers provide climate and weather information vital to the food supply, the way homes are built, energy development, even human health.

NOAA's **Office of Oceanic and Atmospheric Research** investigates the oceans, the atmosphere and sun-earth relationships vital to an understanding of the environment. Results are used to improve NOAA services. NOAA's research is augmented by academic research, primarily through the National Sea Grant Program.

The NOAA Corps, 400 officer-scientists who make up the nation's seventh uniformed service, serve in every environmental discipline, including oceanography, meteorology, biology and physics. In addition to laboratories and offices, they serve on shipboard and in the air.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Division
National Oceanic and Atmospheric Administration
6010 Executive Boulevard
WSC #5 Room 706
Washington, DC 20852
(301) 443-8834

For employment opportunities in various parts of the country, contact one of the Administrative Support Centers listed on Page 35.

NOAA's professional positions and student programs are located in Washington, DC; Rockville, Silver Spring and Suitland, Maryland; and various states, territories and possessions. A limited number of positions exist at sea and overseas.

Department of Commerce

National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

THE SERVICE

The **National Technical Information Service (NTIS)** is a key participant in the development of advanced information products and services for the achievement of U.S. productivity and industrial innovation goals. NTIS is the central source for public sale of U.S. Government-sponsored scientific and technical information. NTIS is a unique government agency supported solely by funds earned from sales. NTIS markets its almost 2 million reports, data files, bibliographical tools and software products to universities, libraries, corporations, research institutions and individuals throughout the world. It manages the Center for the Utilization of Federal Technology and the Federal Software Exchange Center. NTIS is one of the world's leading processors of specialty information.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, MA, MBA	5/7/9	Accountant
Chemistry	BS, MS	5/7/9	Technical Information Specialist
Computer Science	BS, MS	5/7/9	Computer Specialist
Engineering	BS, MS	5/7/9	Technical Information Specialist
Library Science	BS, MS	5/7/9	Technical Information Specialist
Marketing	BA, MA, MBA	5/7/9	Accessions Specialist
Marketing	BA, MA, MBA	5/7/9	Program Analyst
Marketing	BA, MA, MBA	5/7/9	Program Specialist
Marketing	BA, MA, MBA	5/7/9	Product Specialist
Mathematics	BS, MS	5/7/9	Technical Information Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161
(703) 487-4680

All of NTIS's professional positions and student programs are located in Springfield, Virginia, which is in the metropolitan Washington, DC, area.

Department of Commerce

National Telecommunications and Information Administration
14th and Constitution Avenue, NW
Washington, DC 20230

THE ADMINISTRATION

The **National Telecommunications and Information Administration (NTIA)** was established in 1978, incorporating the policymaking functions of the former White House Office of Telecommunications Policy with existing Department telecommunications responsibilities. NTIA continues to be the Executive Branch agency that acts as the President's principal advisor on communications and information policy issues. It is headed by the Assistant Secretary for Communications and Information who also holds the position of NTIA Administrator.

Telecommunications includes a wide variety of technologies, applications, systems and services. Among other things, it refers to data communications, telephone service, communications satellites, radio and television broadcasting, air and sea radar and radio navigation and emergency warning systems.

NTIA promotes more efficient development of the telecommunications and broadcasting industries; offers technical assistance to minorities in telecommunications; and works to minimize unnecessary U.S. and foreign government interference in international telecommunications markets. NTIA's internationally recognized telecommunications laboratory studies telephone systems and effective radio signal transmissions.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Communications	BS, MS	5/7/9	Communications Management Specialist
Communications	BS, MS	5/7/9	Telecommunications Policy Analyst
Computer Science	BS, MS	5/7/9	Computer Programmer Analyst
Computer Science	BS, MS	5/7/9	Computer Specialist
Electronics Engineering	BS, MSEE	5/7/9	Electronics Engineer

NTIA's program activities are designed to assist the President, the Congress and regulatory agencies in addressing these diverse technical and policy questions. These activities are performed by a staff of approximately 300 employees, including Policy Analysts, Computer Scientists, Electronics Engineers, Attorneys, Economists, Mathematicians and many other specialists.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
National Telecommunications and Information Administration
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

For Positions in Boulder, Colorado, Contact

Personnel Officer
Mountain Administrative Support Center
U.S. Department of Commerce
325 Broadway
Boulder, CO 80303
(303) 497-6305

NTIA employees work in Washington, DC; Annapolis, Maryland; and Boulder, Colorado.

Department of Commerce

Office of Inspector General
14th and Constitution Avenue, NW
Washington, DC 20230

THE OFFICE

The **Office of Inspector General (OIG)** is the watchful eye of the Department to detect and fight fraud, waste and abuse in Commerce operations and programs. The OIG's Inspectors, Auditors and Investigators study how Department programs operate and recommend improvements.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Auditing	BA, BS	5/7	Auditor
Law Enforcement	BA, BS	5/7	Criminal Investigator

FOR FURTHER INFORMATION CONTACT

Personnel Officer
Office of Inspector General
Department of Commerce
14th and Constitution Avenue, NW
H7713
Washington, DC 20230
(202) 377-4948

For Positions in Washington Contact

Personnel Officer
Western Administrative Support Center
U.S. Department of Commerce
7600 Sand Point Way, NE-BIN C15700
Seattle, WA 98115
(206) 526-6054

For Positions in Colorado Contact

Personnel Officer
Mountain Administrative Support Center
U.S. Department of Commerce
325 Broadway
Boulder, CO
(303) 497-6305

Professional positions and student programs available through the Inspector General's Office are located in Washington, DC, Newark, Atlanta, Denver, Boulder and Seattle.

Department of Commerce

Patent and Trademark Office
Crystal Park One, Suite 700
Washington, DC 20231

THE OFFICE

In 1799, President George Washington authorized the foundation for the modern U.S. patent system and the **Patent and Trademark Office (PTO)**. Since then, the patent system, which was originally provided for in the U.S. Constitution, has stimulated national growth by encouraging the invention and disclosure of new technology. In return for the right to exclude others from making, using or selling an invention for 17 years, the inventor discloses to the public detailed information about the invention. The patent examining staff of the Patent and Trademark Office, which consists of approximately **1,400 highly trained Engineers and Scientists, reviews applications for patents and makes legal determinations concerning the granting of patents.**

The Lanham Act of 1946 provided for the Federal registration of trademarks. A trademark identifies the producers of goods and services. Trademarks may be renewed indefinitely for periods of 20 years as long as they continue to be used in commerce. Manufacturers seek to achieve a position where the public will associate their trademarks with desirable, high quality merchandise. The trademark examining staff, which consists of over 100 Attorneys, examines and applies a variety of legal principles, regulations and court decisions in determining the eligibility of trademarks for registration.

Electrical Engineers typically judge the patentability of inventions in areas such as photography, transmission systems, storage and retrieval, radio, television, data processing systems, semiconductor devices, radiant energy and optics.

Mechanical Engineers typically judge the patentability of inventions in areas such as conveyors, aeronautics, motor vehicles, tools, surgery, power plants, internal combustion engines and heat generation.

Chemical Engineers typically judge the patentability of inventions in areas such as petroleum chemistry, metallurgy, carbon compounds, plastics, fuels, medicines, high polymer chemistry, natural resins, carbohydrates, photography, foods, molecular biology, microbiology and phase separation.

Chemists, Biologists, Microbiologists and related scientists typically judge the patentability of inventions relating to chemical or biotechnological products and processes. Many of these inventions have food, environmental, pharmaceutical or agricultural applications and many involve new compounds, formulations or life forms. Inventions in areas involving recombinant DNA, immunology, cell biology, enzymology and plant sciences are examined by those having a background in the biological sciences.

Physicists typically judge the patentability of inventions in such areas as semiconductor physics, radiant energy, atomic and nuclear physics, optics and lasers.

Trademark Attorneys examine and apply a variety of legal principles, regulations and court decisions in determining the eligibility of trademarks for registration.

In addition to careers as Patent Examiners and Trademark Attorneys, PTO offers a vast array of challenging careers in administration, finance, automation and clerical support.

Computer Specialists provide PTO with expanded automation support in areas such as systems engineering, telecommunications and applications design and analysis.

Personnel Management Specialists assist managers in staffing, position management and classification, wage and salary administration, labor management relations, employee assistance, employee development and training for a workforce of 3,400 employees.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Biology	BS, MS, PhD	5/7/9/11	Patent Examiner
Business	BA, MA, MBA	5/7/9	Management Analyst
Business	BA, MA, MBA	5/7/9	Personnel Management Specialist
Business	BA, MA, MBA	5/7/9	Program Analyst
Chemical Engineering	BS, MS	5/7/9	Patent Examiner
Chemistry	BS, MS, PhD	5/7/9/11	Patent Examiner
Computer Science	BS, MS	5/7/9/11/12	Computer Specialist
Electrical Engineering	BS, MS	5/7/9	Patent Examiner
Engineering	BS, MS	5/7/9	Patent Examiner
Law	JD, LLB	9/11	Trademark Attorney
Liberal Arts	BA, MA, MBA	5/7/9	Management Analyst
Liberal Arts	BA, MA, MBA	5/7/9	Personnel Management Specialist
Liberal Arts	BA, MA, MBA	5/7/9	Program Analyst
Library Science	BS, MS	5/7/9	Librarian
Mechanical Engineering	BS, MS, PhD	5/7/9	Patent Examiner
Microbiology	BS, MS, PhD	5/7/9/11	Patent Examiner
Physics	BS, MS, PhD	5/7/9/11	Patent Examiner

Management Analysts and Program Analysts evaluate organizational and operational effectiveness and develop improved methods for accomplishing assigned missions.

Librarians conduct computerized bibliographical research in patent laws, scientific, technological and administrative fields for Patent Examiners, Patent Attorneys, administrative officials and other government agencies.

In support of PTO's professional staff, the PTO hires a staff of Typists, Stenographers, Secretaries and various kinds of Legal/Applications Clerks, Computer Assistants and Mail/File Clerks. Training for these positions is available through on-the-job instruction and through formal classroom training in the PTO Clerical Academy.

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Patent and Trademark Office
CPK-l, Suite 700
Washington, DC 20231
(703) 557-3631

For Patent Examiner Employment Opportunities Contact

1-800-368-3064 (Toll free)

For Attorney Employment Opportunities Contact

1-800-327-2909 (Toll free)

For Job Vacancy Information Contact

(703) 538-3360 (24-hour line)

Professional positions and student programs available through this office are located in beautiful Crystal City, which is one of the largest self-contained urban complexes in the Washington metropolitan area. It is a complete office, residential and commercial complex on Jefferson Davis Highway in Arlington, Virginia. Twenty-four of the 41 buildings in Crystal City are office buildings for many top-rated private corporations and Federal agencies. Crystal City is easily accessible by Metro.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Department of Commerce

Travel and Tourism Administration
14th and Constitution Avenue, NW
Washington, DC 20230

THE ADMINISTRATION

The **United States Travel and Tourism Administration (USTTA)** is a small agency with a major mission—to encourage travelers from other countries to visit the United States. Incoming travelers provide profits for U.S. business—increasing the U.S. gross national product and improving the country's balance of payments.

USTTA also compiles and publishes statistics on tourist arrivals and departures that provide essential research and marketing tools to governments and the U.S. travel industry.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Business Administration	BA, MA, MBA	5/7/9	Management Analyst
Finance	BA, MA, MBA	5/7/9	Budget Analyst
Marketing	BA, MA, MBA	5/7/9	Marketing Analyst
Statistics	BS, MS	5/7/9	Statistician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Operations
Travel and Tourism
Administration
14th and Constitution Avenue, NW
H1069
Washington, DC 20230
(202) 377-5138

Professional positions and student programs available through this office are located in Washington, DC, Miami, and several foreign cities.

Commission on Civil Rights

1121 Vermont Avenue, NW
Washington, DC 20425

THE COMMISSION

The **Commission on Civil Rights** is an independent, bipartisan agency first created by the Civil Rights Act of 1957 and reestablished by the U.S. Commission on Civil Rights Act of 1983.

The Commission's statute directs it to:

- investigate allegations in writing under oath or affirmation that certain citizens of the United States are being deprived of their right to vote and have that vote counted by reason of their color, race, religion, sex, age, handicap, or national origin;
- study and collect information concerning legal developments constituting discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, handicap, or national origin or in the administration of justice;
- appraise the laws and policies of the Federal Government with respect to discrimination or denials of equal protection of the laws under the Constitution because of race, color, religion, sex, age, handicap, or national origin or in the administration of justice;
- serve as national clearinghouse for information in respect to discrimination or denials of equal protection of the laws because of race, color, religion, sex, age, handicap, or national origin, including but not limited to the fields of voting, education, housing, employment, the use of public facilities, and transportation, or in the administration of justice;
- investigate allegations, made in writing and under oath or affirmation, that citizens of the United States are unlawfully being accorded or denied the right to vote, or to have their votes properly counted, in any election of the Presidential electors, Members of the United States Senate, or of the House of Representatives, as a result of any patterns or practice of fraud or discrimination in the conduct of such election; and
- submit reports to the Congress and the President.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Economics	BA, BS, MS, PhD	5/7/11	Economist
Law	JD, LLM	9/11	Attorney-Advisor
Social Science	BA, BS, MS, PhD	5/7/9/11	Social Scientist
Statistics	BA, BS, MS, PhD	5/7/9/11	Statistician

> *The life of the nation is secure only while the nation is honest, truthful, and virtuous.* Frederick Douglass

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Officer
Commission on Civil Rights
1121 Vermont Avenue, NW
Washington, DC 20425
(202) 376-8364

Commodity Futures Trading Commission

2033 K Street, NW
Washington, DC 20581

THE COMMISSION

The **Commodity Futures Trading Commission (CFTC)**, created by Congress in 1974, is the Federal agency with regulatory and oversight responsibility for the trading of commodity futures contracts on U.S. futures exchanges. Since 1982, the CFTC has also regulated options on futures contracts and options on physical commodities trading on commodity markets. The agency's mission includes monitoring futures and options markets to detect and prevent commodity price distortions and market manipulations, and protecting the rights of customers who use the markets for either commercial or investment purposes.

Producers and sellers of commodities developed futures contracts over a hundred years ago to shift the risks of price changes before the goods were brought to market. Futures contracts are commitments to buy or sell commodities at a specified time and place in the future. The price is established when the contract is made by "open outcry"—an oral exchange of price bids and offers for purchase or sale—on a CFTC-regulated and authorized commodity futures exchange. Futures prices are an indication of the direction of commodities prices based on current market conditions.

Today, futures and options contracts are traded on a wide variety of products including foreign currencies, financial instruments such as Treasury bills and bonds, stock indices, foodstuffs, grains, industrial materials and livestock. Futures contracts are traded internationally as well, and several domestic futures exchanges have trading links with foreign exchanges.

Much of the CFTC's activity revolves around the busy trading pits of the large futures exchanges as pictured on the floor of the Chicago Board of Trade. CFTC Photo

The Commission consists of a Chairman and four Commissioners, each appointed by the President and confirmed by the Senate. A staff of about 500 employees supports the Commission in its five Offices and Divisions: the Division of Trading and Markets, the Division of Enforcement, the Division of Economic Analysis, the Office of the Executive Director and the Office of General Counsel. The Commission's Headquarters is in Washington, DC, with regional offices in New York, Chicago, Kansas City, Minneapolis and Los Angeles.

Employment Opportunities

Because the Commission is responsible for overseeing the markets and for enforcing laws against fraud and abuse in the marketplace, the Commission primarily hires Economists, Lawyers, Auditors and Investigators, as well as Computer Specialists. The agency looks for people with strong academic achievement and excellent problem-solving and analytical skills.

Auditors can put their formal accounting training to work in reviewing futures exchanges and firms. While applying accounting principles, they examine exchange records and operations to ensure that the records and operations comply with CFTC rules on financial requirements and trade practices. Applicants must have 24 semester hours in accounting plus a bachelor's degree or four years experience in accounting.

Attorneys at the Commission are involved with complex and novel legal issues in litigation, regulation and policy development. Lawyers participate in administrative as well as civil proceedings, and also assist U.S. Attorneys in criminal proceedings involving commodities law violations. Attorneys also provide legal advice to the Commission on policy matters, and draft opinions and motions for the Commission in cases heard on appeal from administrative actions. A candidate for a CFTC Attorney position must have a JD or LLB and Bar membership. Applicants without Bar membership may also be hired, but they must pass the Bar within 14 months of their employment.

Economists evaluate applications for new futures contracts submitted by exchanges to ensure that they adequately reflect cash market practices and that they meet the Commission's regulatory standards. Research Economists study the economic effect of various Commission and industry actions and events, such as those following the October 1987 market break. Applicants must have 21 semester hours in economics plus three semester hours in statistics, accounting, or calculus and either a bachelor's degree or four years of relevant experience. Some positions may also require a master's or doctoral degree.

Computer Specialists support the many operations in the Agency which depend on automated information systems. These systems include critical market surveillance systems, as well as systems for analyzing investigative information, registration information and administrative records. Some Computer Specialists support end-user computing on the many microcomputers placed throughout the agency, which are linked via a communications network. Computer Specialists must have bachelor's degrees or relevant work experience.

Futures Trading Specialists/Investigators conduct investigations of alleged fraud, market manipulations and trade practice violations. In addition to planning and conducting investigations, Specialists and Investigators may also appear as expert witnesses in administrative or civil proceedings or assist other state or Federal law enforcement agencies in dealing with commodity related violations. Applicants should have bachelor's degrees or relevant work experience.

Major(s)	Degrees(s)
Accounting	BS, MBA
Computer Science	BS, MS
Economics	BA, MA, PhD
Law	JD, LLB, LLM

GS Level(s)	Occupational Title(s)
7/9/11/12	Economist
11/12	Attorney
5/7/9	Auditor
5/7/9	Investigator
5/7/9	Computer Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Director of Personnel
Commodity Futures Trading
Commission
2033 K Street, Room 202
Washington, DC 20581
(202) 254-3275

Consumer Product Safety Commission

5401 Westbard Avenue
Bethesda, MD 20207

THE COMMISSION

The **Consumer Product Safety Commission** was established in 1973 to prevent injuries and deaths by:

- working with industry to develop voluntary safety standards;
- banning products for which no feasible standard would adequately protect the public;
- obtaining the recall or repair of products that fail to comply with mandatory standards or that present substantial hazards or imminent hazards to consumers;
- conducting research on potentially hazardous products; and
- conducting information and education programs.

Under the Consumer Product Safety Act, Congress granted the Commission broad authority to issue and enforce safety standards prescribing performance requirements, warnings or instructions for use of consumer products.

The Commission also regulates products covered by four Acts previously administered by other Federal agencies:

The Flammable Fabrics Act
The Federal Hazardous Substances Act
The Poison Prevention Packaging Act of 1970
The Refrigerator Safety Act

Engineering Technician tests safety of small parts of children's toys.

Mike Althaus Photo

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Computer Science	AAS, BS, MS	5/7/9	Computer Specialist
Engineering	BS, MS, PhD	5/7/9	Engineer
Engineering Psychology	BS, MS, PhD	9/11	Engineering Psychologist
Health Sciences	BS, MS, PhD	11/12	Toxicologist
Health Sciences	BS, MS, PhD	11/12	Chemist
Health Sciences	BS, MS, PhD	11/12	Pharmacologist
Health Sciences	BS, MS, PhD	11/12	General Health Scientist
Health Sciences	BS, MS, PhD	11/12	Biologist
Liberal Arts	BA, MA	5/7/9	Product Safety Investigator
Liberal Arts	BA, MA	5/7	Technical Information Specialist
Liberal Arts	BA, MA	5/7	Public Affairs Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Chief of Operations
Division of Personnel Management
Consumer Product Safety Commission
5401 Westbard Avenue, Room 329
Bethesda, MD 20207
(301) 492-6500

General Engineer tests chain saw safety.

Mike Althaus Photo

Department of Defense

The Pentagon
Washington, DC 20301

THE DEPARTMENT

The **Department of Defense (DOD)** is responsible for providing the military forces needed to deter war and protect the security of the United States. The major elements of these forces are the Army, Navy, Air Force and Marine Corps. Under the President, who is also Commander-in-Chief, the Secretary of Defense exercises direction, authority and control over the Department, which includes the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, the Military Departments, the Unified and Specified Commands, the DOD Inspector General and the Defense Agencies. (An organizational chart follows.)

Worldwide, the Department of Defense employs about one million civilians at nearly 5,000 separate installations and activities. To assure the proper management of this large and scattered work force, the authority and responsibility for civilian personnel matters have been delegated to field commanders. Local civilian personnel offices act for these commanders in recruiting applicants and appointing those selected.

> *Let the public service be a proud and lively career. And let every man and woman who works in any area of our national government, in any branch, at any level, be able to say with pride and honor in future years: 'I served the United States Government in that hour of our nation's need'.*
>
> President John F. Kennedy
> First State of the Union Message

The Defense employers with the largest work forces are the Military Departments and the Defense Logistics Agency. Within these components a broad range of occupations is represented, including science, engineering, medical and health professional and technical disciplines.

Contact Any of the Following Departments and Agencies To Obtain Further Information about Employment Opportunities:

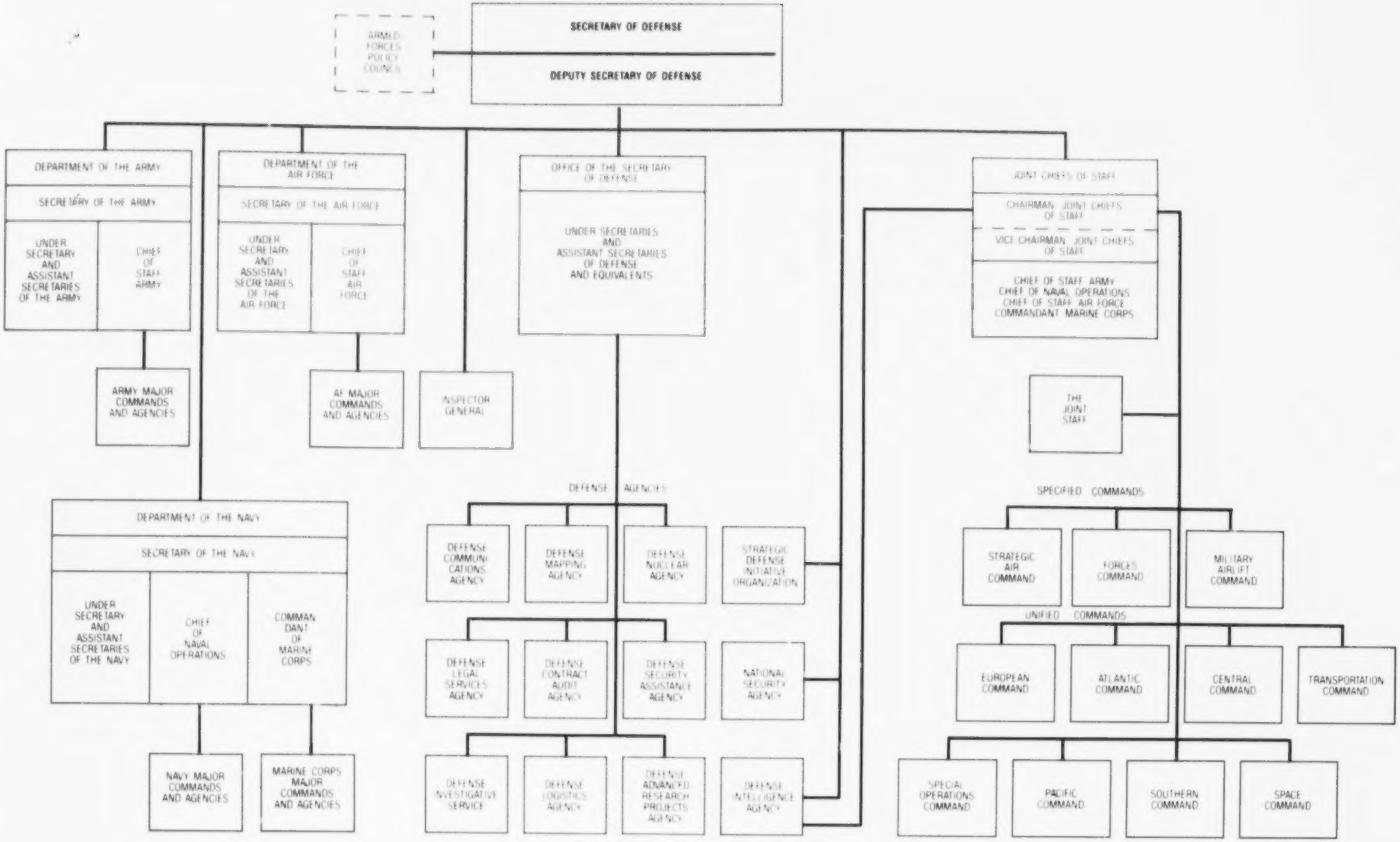
Department of the Army
Department of the Navy
Department of the Air Force
Defense Logistics Agency
Defense Communications Agency
Defense Contract Audit Agency
Defense Mapping Agency
Defense Intelligence Agency
Defense Investigative Service
National Security Agency

All of these Departments and Agencies are highlighted in the Directory with the appropriate contact information.

The fabled Pentagon—aerial view.

DOD photo

DEPARTMENT OF DEFENSE


ARMED FORCES POLICY COUNCIL
SECRETARY OF DEFENSE
DEPUTY SECRETARY OF DEFENSE
DEPARTMENT OF THE ARMY
SECRETARY OF THE ARMY
UNDER SECRETARY AND ASSISTANT SECRETARIES OF THE ARMY
CHIEF OF STAFF ARMY
ARMY MAJOR COMMANDS AND AGENCIES
DEPARTMENT OF THE AIR FORCE
SECRETARY OF THE AIR FORCE
UNDER SECRETARY AND ASSISTANT SECRETARIES OF THE AIR FORCE
CHIEF OF STAFF AIR FORCE
AF MAJOR COMMANDS AND AGENCIES
INSPECTOR GENERAL
OFFICE OF THE SECRETARY OF DEFENSE
UNDER SECRETARIES AND ASSISTANT SECRETARIES OF DEFENSE AND EQUIVALENTS
JOINT CHIEFS OF STAFF
CHAIRMAN JOINT CHIEFS OF STAFF
VICE CHAIRMAN JOINT CHIEFS OF STAFF
CHIEF OF STAFF ARMY
CHIEF OF NAVAL OPERATIONS
CHIEF OF STAFF AIR FORCE
COMMANDANT MARINE CORPS
THE JOINT STAFF
DEPARTMENT OF THE NAVY
SECRETARY OF THE NAVY
UNDER SECRETARY AND ASSISTANT SECRETARIES OF THE NAVY
CHIEF OF NAVAL OPERATIONS
COMMANDANT OF MARINE CORPS
NAVY MAJOR COMMANDS AND AGENCIES
MARINE CORPS MAJOR COMMANDS AND AGENCIES
DEFENSE AGENCIES
DEFENSE COMMUNICATIONS AGENCY
DEFENSE MAPPING AGENCY
DEFENSE NUCLEAR AGENCY
STRATEGIC DEFENSE INITIATIVE ORGANIZATION
DEFENSE LEGAL SERVICES AGENCY
DEFENSE CONTRACT AUDIT AGENCY
DEFENSE SECURITY ASSISTANCE AGENCY
NATIONAL SECURITY AGENCY
DEFENSE INVESTIGATIVE SERVICE
DEFENSE LOGISTICS AGENCY
DEFENSE ADVANCED RESEARCH PROJECTS AGENCY
DEFENSE INTELLIGENCE AGENCY
SPECIFIED COMMANDS
STRATEGIC AIR COMMAND
FORCES COMMAND
MILITARY AIRLIFT COMMAND
UNIFIED COMMANDS
EUROPEAN COMMAND
ATLANTIC COMMAND
CENTRAL COMMAND
TRANSPORTATION COMMAND
SPECIAL OPERATIONS COMMAND
PACIFIC COMMAND
SOUTHERN COMMAND
SPACE COMMAND

APRIL 1987

Department of the Army

ATTN: TAPC-CPS-C
200 Stovall Street
Alexandria, VA 22332-0320

THE DEPARTMENT

The **Department of the Army** organizes, trains and operates ground forces for the defense of the United States and its territories. The huge undertaking requires the support of approximately 375,000 U.S. citizen employees in more than 1,200 occupations around the world. About 95,000 of these civilian employees are in career program positions.

Department of the Army Career Programs comprise groups of occupations which are key to the Army's mission. People hired for these positions are required to perform highly specialized duties and may be required to apply a knowledge of advanced management and supervisory techniques. In the past, it has been difficult to find enough fully qualified people to fill all of the Army's professional, administrative and technical positions. High-potential individuals are selected to enter a program of formal classroom and on-the-job training to prepare them to perform higher level duties. These formal training efforts cover the fields of civilian personnel administration, comptroller/financial management, safety management, supply management, contracting and acquisition, quality and reliability assurance, materiel maintenance management, engineering and science, intelligence, ammunition surveillance, library science, public affairs and communications media, automatic data processing, transportation management, communications, manpower and force management, housing management, equal employment opportunity, commissary management, records management, education services, training and ammunition management. Individuals who enter these occupations as "career interns" are enrolled in training and development programs and are accorded noncompetitive promotion to full performance levels within their occupational fields.

More than 20 major commands and activities participate in the Army Career Intern Program. Write-ups on seven of the Army's commands which recruit the greatest numbers of interns follow. For information on commands and activities not represented in this Directory, contact:

Total Army Personnel Command
ATTN: TAPC-CPS-C
Department of the Army
200 Stovall Street
Alexandria, VA 22332-0320
(202) 325-2130

Department of the Army

Army Materiel Command
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

THE COMMAND

The **Army Materiel Command (AMC)** employs 115,000 civilian and military personnel and consists of a nationwide network of installations. The Army Materiel Command is engaged in the research and development, test and evaluation, procurement and production, storage and distribution, inventory management, maintenance, and disposal of defense-related materials such as: missiles, aviation equipment, weaponry, munitions, chemical products, and communications and electronic equipment. The Army Materiel Command operates through nine major subcommands (Aviation Systems, Tank-Automotive, Armament, Munitions and Chemical, Test and Evaluation, Missile, Depot Systems, Troop Support, Laboratory and Communications-Electronics Command) and directs the activities of depots, laboratories, arsenals, maintenance shops, proving grounds, test ranges and procurement offices throughout the United States. The research, development and engineering efforts are directed toward the goal of combat capability. The areas of work are described as mobility, firepower, command and control and personnel support.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)
Accounting	BS, MS
Aerospace Engineering	BS, MS, PhD
All Majors	BS, BA, MS, MA, MBA
Chemical Engineering	BS, MS, PhD
Electrical Engineering	BS, MS, PhD
Electronics Engineering	BS, MS, PhD
Library Science	MLS
Mechanical Engineering	BS, MS, PhD

GS Level(s)	Occupational Title(s)
9	Librarian
5/7	Accountant
5/7	Auditor
5/7	Cost Analyst
5/7	Engineer
5/7	Computer Specialist
5/7	Personnel Management Specialist
5	Various

FOR FURTHER INFORMATION CONTACT

To receive further information regarding the Army Materiel Command's intern program, candidates may write or call the Field Placement Office (FPO) serving their states of residence as follows:

Northeast Region FPO
Army Materiel Command
600 Arch Street, Room 10412
Philadelphia, PA 19106-1601
(215) 597-7595

(Connecticut, Delaware, DC, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia)

Southern Region FPO
Army Materiel Command
612 Tinker Street, Suite E
Marietta, GA 30060-2793
(404) 427-8492
1-800-223-7280

(Alabama, Arizona, Arkansas, Florida, Georgia, Indiana, Kentucky, Louisiana, Michigan, Mississippi, Ohio, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas)

Western Region FPO
Army Materiel Command
Sacramento Army Depot
Building 690-A
Sacramento, CA 95813-5005
(916) 388-3612

(California, Colorado, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming)

OR

Total Army Personnel Command
Department of the Army
ATTN: TAPC-CPS-C
200 Stovall Street
Alexandria, VA 22332-0320
(202) 325-2130

US Army Corps of Engineers

Department of the Army

Army Corps of Engineers
20 Massachusetts Avenue, NW
Washington, DC 20314-1000

THE CORPS

The **Army Corps of Engineers,** created at the outset of the Revolutionary War, made major contributions to the establishment and development of the engineering profession in America. It played an active role in the westward growth of the nation and in the economic and scientific development of the country.

The Corps of Engineers can point to such accomplishments as construction of the Panama Canal; development of the first atomic bomb; construction of the St. Lawrence Seaway; and construction of ICBM-launching complexes. The Corps has responded in untold numbers of natural disasters, including earthquakes, floods, hurricanes and the Mount St. Helen's eruptions.

The Corps' dual civilian and military missions, dating from the era of George Washington and Thomas Jefferson, have served the nation well for over 200 years. In times of peace, the Corps operates a diverse and challenging civil works program. Support goes to many water resources projects as well as other engineering and construction projects. In wartime, the Corps' capabilities can be mobilized rapidly for expanded military construction.

The activities of the Corps of Engineers include use of virtually the entire range of modern equipment and techniques, including research into basic science, engineering development, investigations and planning, design and construction, operations and maintenance, hydroelectric power production, engineering intelligence, computer operations, protective structures and others. The Corps carries out these diverse activities through a decentralized organization with Divisions and Districts throughout the United States and in many foreign countries.

The Corps of Engineers has more than 40,000 civilian employees making vital contributions to defense preparedness, the development of water resources and the preservation of the environment. They work in many fields facing continuous challenges, and they enjoy the personal and professional rewards made possible by careers in an organization committed to quality, integrity and leadership.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)
Accounting	AAS, BS
Architecture	BS, MS
Biology	BS, MS
Business Administration	BA
Computer Science	AAS, BS, MS
Engineering	
Civil	BS, MS
Electrical	BS, MS
Mechanical	BS, MS
Engineering Technology	AAS, BS
Natural Resource Management	BS, MS
Park and Recreation Management	BS, MS

GS Level(s)	Occupational Title(s)
5/7/9	Civil Engineer
5/7/9	Electrical Engineer
5/7/9	Mechanical Engineer
5/7/9	Architect
5/7/9	Biologist
5/7/9	Park Ranger
5/7/9	Realty Specialist
5/7/9	Computer Specialist
4/5	Technician

FOR FURTHER INFORMATION CONTACT

Civilian Personnel Division
Army Corps of Engineers
ATTN: CEPE-CS
20 Massachusetts Avenue, NW
Room 5105
Washington, DC 20314-1000
(202) 272-0720

Department of the Army

Army Finance and Accounting Center

Indianapolis, IN 46249-0301

THE CENTER

The Army Finance and Accounting Center (AFAC) is a field operating agency reporting to the Director of Finance and Accounting, Office of the Assistant Secretary of the Army for Financial Management. The Commanding General of AFAC also serves as Deputy Director of Finance and Accounting for Operations Management.

The AFAC missions include planning, developing and administering Army financial management policies and procedures; designing and maintaining automated systems used by 300 field offices worldwide; centrally disbursing the pay and annuities for active duty soldiers, Army reservists, National Guard personnel, Army retirees and their annuitants, nonappropriated fund civilians and Job Corps personnel; maintaining more than 2.1 million pay accounts; centrally accounting for all appropriated and nonappropriated Army funds (more than $200 billion in FY 1986); paying transportation bills for the Army, Air Force and various other Department of Defense activities; exercising technical supervision, including on-site quality assurance reviews, over the entire Army-wide finance and accounting network; implementing finance and accounting wartime doctrine and force structure; managing the Army's internal control program; and providing major command resource management support for centrally funded Army programs and field operating agencies.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Human Resources Directorate
Army Finance and Accounting Center
ATTN: FINCU-DF, Room 220AA
Indianapolis, IN 46249-0329
(317) 542-2433

Major(s)	Degree(s)
Accounting	BS, BBA, MBA
Business Administration	BS, BBA, MBA
Computer Science	BS
Economics	BA
Education	BA, BS, MA, MS
Finance	BS, BBA, MBA
Industrial or Labor Relations	BA, MS, MPA
Personnel Management	BA
Psychology	BS, MS, PhD
Public Administration	BS, MS, MPA

GS Level(s)	Occupational Title(s)
5/7	Systems Accountant
5/7	Operating Accountant
5/7	Staff Accountant
5/7	Budget Analyst
5/7	Management Analyst
5/7	Program Analyst
5/7	Computer Specialist
5/7	Personnel Management Specialist

Department of the Army

Army Information Systems Command

Fort Huachuca, AZ 85613-5000

THE COMMAND

The **Army Information Systems Command** is the major Army command responsible for worldwide information management and transfer systems. The Command's mission is to support the Army's decision-makers at all levels with the best information decision support systems possible. From its Headquarters at Fort Huachuca, Arizona, it directs the activities of 40,000 military and civilian personnel throughout the United States and more than a dozen countries. The Command's mission is to engineer, acquire, install, operate and maintain a wide variety of equipment and systems to support the Army's total information needs. The Command is the primary information systems hardware and software development and acquisition activity for the Army. The support varies from installation of telephone service to satellite communications, automated office systems, audio-visual, records management and printing and publications.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Civilian Personnel Office
Recruitment and Placement
Army Garrison-FH
Fort Huachuca, AZ 85613-5000
(602) 538-2424

OR

Civilian Personnel Office
Recruitment and Placement
Army Garrison-FR
Fort Ritchie, MD 21719-5010
(301) 878-5930

Major(s)	**Degree(s)**
All Majors	BS, BA, MS, MBA

GS Level(s)	**Occupational Title(s)**
5/7	Communications Specialist
5/7	Operations Research Systems Analyst
5/7	Management Analyst
5/7	Budget Analyst
5/7	Program Analyst
5/7	Accountant
5/7	Electronics Engineer
5/7	Computer Specialist
5/7	Personnel Management Specialist
5/7	Contract Specialist

Department of the Army

Army Military District of Washington
Fort Lesley J. McNair
Washington, DC 20319

THE DISTRICT

The Commanding General of the **Army Military District of Washington (MDW)** commands most of the Army troop units within the National Capital Region (NCR) and other assigned subordinate installations and activities. The Commanding General also provides base operations and other support to the Department of the Army, the Department of Defense and other Federal activities. Principal responsibilities include coordination of military participation in ceremonies for all the NCR's military funerals for Army personnel; planning and conducting state funerals throughout the continental United States; maintaining security of the Tomb of the Unknown Soldier; providing common support functions including personnel administration to designated staff support agencies, field operating agencies, and other personnel. Activities for which MDW provides personnel support include the Army Research Institute, the Operational Test and Evaluation Agency, the Total Army Personnel Command, the National Defense University and the Army Concepts Analysis Agency.

FOR FURTHER INFORMATION CONTACT

Chief
Recruitment and Placement Branch
Fort Myer Civilian Personnel Office
Building 469, Room 406
Fort Myer, VA 22211-5050
(202) 696-3424 or 696-3401

OR

Chief
Recruitment and Placement Branch
Hoffman Civilian Personnel Office
200 Stovall Street
Alexandria, VA 22332-0800
(202) 325-8840 or 325-8841

Major(s)	**Degree(s)**
Accounting	AAS, BS, MBA
Business Administration	BS, MS
Computer Science	BS, MS
Mathematics	BS, MS
Statistics	BS, MS

GS Level(s)	**Occupational Title(s)**
5/7	Accountant
5/7	Budget Analyst
5/7/9	Computer Scientist
5/7	Computer Specialist
5/7	Management Analyst
5/7/9	Mathematician
5/7/9	Operations Research Analyst
5/7	Personnel Management Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Department of the Army

Military Traffic Management Command

5611 Columbia Pike
Falls Church, VA 22041-5050

THE COMMAND

The **Military Traffic Management Command (MTMC)** is a major Army command, jointly staffed by personnel from the Army, Air Force, Navy and Marine Corps. MTMC's mission is to meet military transportation needs in peace and war while emphasizing service and economy. The Command provides three primary services to the Department of Defense: traffic management, transportation engineering and ocean terminal operation, all of which result in the safe and secure movement of DOD cargo and passengers when and where needed. The Command's Headquarters is located in Falls Church, Virginia, a short distance from the Pentagon.

Most of MTMC's operating missions are carried out by its four major subordinate commands. Two of these, MTMC Eastern Area, Bayonne, New Jersey, and MTMC Western Area, Oakland, California, manage freight and personal property movements. They also run the military ocean terminals and manage cargo shipments through those ports, as well as commercial ports, on the Atlantic, Gulf and Pacific coasts. The third major subordinate command, Transportation Terminal Command Europe, headquartered just outside Rotterdam, The Netherlands, manages terminal and cargo operations in nine NATO nations. The fourth major subordinate command is the Transportation Engineering Agency, located in Newport News, Virginia. Its engineers are responsible for analyzing, improving, designing and developing equipment and systems to move military cargo and Army units worldwide more efficiently.

Cargo Specialist Interns and Staff Sergeant direct loading of M-1 Abrams tanks onto the American Eagle *for overseas shipment out of Military Ocean Terminal, Bayonne, New Jersey.*

Army Photo

Military Traffic Management Command functions include:

- Plans and Strategic Mobility. MTMC develops plans for mobilization, wartime operations, major readiness exercises and domestic emergencies. The Command maintains a Readiness Center with computers and communications equipment that tie it into the joint deployment network.
- International Traffic. MTMC supports the four services by routing import and export military cargo, designating the mode of carriage and booking the cargo with commercial carriers.
- Inland Traffic. The Command exercises direct routing control over 21 percent of DOD tonnage moved within the continental United States.
- Personal Property. MTMC provides worldwide management of personal property shipments belonging to military personnel. The goal is on-time pickup and delivery and damage-free movement and storage of personal property at the lowest overall cost.
- Passenger Traffic. The Command provides passenger traffic management support to DOD and the Services to ensure that passenger movements are safely and effectively completed at the lowest cost to the Government.
- Transportation Security. MTMC develops DOD transportation security procedures in conjunction with the Services and other DOD agencies.
- Transportation Engineering. MTMC conducts studies of installation traffic flow and unit and weapon system transportability.
- Programs for National Defense. The Command works to ensure the nation's highways, railroads, ports, pipelines, inland waterways, and airways are capable of supporting a major deployment and resupply of combat units.
- Contingency Response (CORE) Program. MTMC manages the CORE program to ensure priority allocation of transportation assets to DOD before and during a national emergency.

Major(s)	Degree(s)
All Majors	BS, BA, MS, MA, MBA
Engineering	BS, MS
Transportation	BS, MS

GS Level(s)	Occupational Title(s)
	Engineer
5/7/9	Civil
5/7/9	Industrial
5/7/9	Mechanical
5	Transportation Management Specialist
5	Management Analyst
5	Program Analyst
5	Budget Analyst
5	Accountant

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Career Program Administrator
Military Traffic Management
Command
ATTN: MT-PEC
5611 Columbia Pike, Room 735
Falls Church, VA 22041-5050
(202) 756-1797

Department of the Army

Training and Doctrine Command
Fort Monroe, VA 23651-5000

THE COMMAND

The **Training and Doctrine Command (TRADOC)** has as its principal mission responsibility for the Army school system. In this role, TRADOC is responsible for individual training of active Army and Army Reserve component soldiers assigned to TRADOC schools and activities. TRADOC needs competent, dedicated, high-quality civilians to assist in its mission.

TRADOC has a rich tradition of developing outstanding civilian careerists who have advanced as leaders in the Federal Government. As an equal opportunity employer, TRADOC maintains an aggressive effort to seek out candidates whose selection would help meet affirmative action goals and continue TRADOC's role of developing leaders.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Civilian Intern and Student
Program Coordinator
Army Training and Doctrine
Command
ATTN: ATPL-C
Fort Monroe, VA 23651-5000
(804) 727-3336

Major(s)	Degree(s)
All Majors	BS, BA, MA, MS, MBA

GS Level(s)	Occupational Title(s)
5/7	Personnel Management Specialist
5/7	Management Analyst
5/7	Program Analyst
5/7	Budget Analyst
5/7	Accountant
5/7	Safety Specialist
5/7	Supply Management Specialist
5/7	Contract Specialist
5/7	Engineer
5/7	Security Specialist
9	Librarian
5/7	Public Information Specialist
5/7	Writer
5/7	Editor
5/7	Communications Specialist
5/7	Housing Management Specialist
5/7	Equal Opportunity Specialist
5/7	Education Specialist
5/7	Training Instructor

Department of the Navy

Washington, DC 20350-1000

THE DEPARTMENT

The **Department of the Navy** is the branch of the Armed Forces responsible for protecting and defending the rights of the United States and its allies to move freely on the oceans. To accomplish its mission, the Navy has military and civilian personnel assigned to sea and shore bases around the world. All of the Naval forces combined—surface, submarine, air and land—allow the Navy to do its job.

Civilians work side-by-side with military personnel at all organizational levels in almost every profession and work environment including air stations, shipyards, research and development laboratories, supply centers, education and training facilities and medical centers. The Navy has always been a leader in the scientific community in innovative research encompassing most areas of engineering and the physical sciences. The Navy's civilian employees at all levels contribute immeasurably to scientific and technical fields and are involved in broad-based multidisciplinary research and development programs directed toward new and improved materials, equipment, techniques, and systems.

A naval Mechanical Engineer makes adjustments for a test setup at a Naval Research and Development Center hydroacoustics facility. Navy Photo

The Navy is one of the largest and most diverse employers in the world. Every year, the Department of the Navy hires thousands of civilian employees, many of whom are recruited from college campuses, into hundreds of occupational fields. Positions in the Navy are found in a wide variety of state-of-the-art technical and scientific areas including space technology, acoustics, radar, electronic warfare, communications, information technology, artificial intelligence, oceanographic research and nuclear power. There are also many opportunities in administrative and service support organizations in the fields of financial management, budget administration, personnel management, information management, procurement and supply management, contract administration and logistic support. In addition, the Navy offers numerous opportunities in the health care field.

The Department of the Navy offers college graduates employment opportunities through centrally managed Career Intern Programs as well as through individual Naval activity recruitment programs. **(See For Further Information Contact section at the end of this entry.)**

Graduates with degrees in science and engineering as well as in computer technology, accounting and business continue to be in great demand. Employees are encouraged to continue their professional development, including graduate studies, which may be wholly or partially subsidized by the Navy.

Navy civilian positions are located in the Washington, DC, area and at field activities throughout the United States, primarily on the East and West Coasts, as well as overseas.

The following major Commands reflect the diversity of operations found in the Department of the Navy:

Naval Air Systems Command is responsible for the development, production and technical support of aircraft and airborne weapon systems for the Navy and Marine Corps as well as for aircraft, helicopters, missiles, air launched ordinance and the electronics and ground support equipment associated with the air arm of the Navy and Marine Corps.

Naval Sea Systems Command is the Navy's technical authority on ships and ship systems responsible for the development, construction, repair and alteration of the Navy's ships and shipborne weapons and systems.

Space and Naval Warfare Systems Command provides material and technical support to the Navy for space systems; command, control, communication and intelligence systems; electronic warfare, and undersea surveillance; force warfighting architecture integration among the total Naval battle forces; similar material support for the Marine Corps; and management of Navy Research and Development Centers.

Naval Medical Command has the primary responsibility to ensure the health readiness of Navy and Marine Corps active duty personnel in the event of war. Secondarily, during peacetime, health care services are provided to the fami-

A naval Aerospace Engineer operates control panel at the AEGIS training center at Naval Surface Warfare Center.

Navy Photo

lies of active duty personnel and to retired personnel and their dependents. The Medical Command also provides other programs and services such as drug/alcohol screening and rehabilitation programs, social services, preventive medicine, occupational and environmental health programs, and medical research. Additionally, there are major teaching hospitals which provide residency training in various medical specialties.

Naval Intelligence Command is responsible for directing and coordinating intelligence collection, production, dissemination and other activities necessary to satisfy intelligence requirements, including those of Navy operating forces, commands, the research and development community and automated data processing.

Naval Security and Investigative Command supports the Navy and Marine Corps in the areas of criminal investigation, counterintelligence, law enforcement, as well as in physical, information and personnel security.

Naval Military Personnel Command provides for assignment and administration of Navy military personnel to meet manpower requirements of the Navy; administers career development programs; and implements Navy programs for improved human relations.

Naval Supply Systems Command develops, manages and operates a worldwide system providing supplies and services to the Naval fleet and other military departments, defense and government agencies.

Naval Facilities Engineering Command is responsible for managing, planning, designing and constructing facilities at Naval installations around the world; acquiring and disposing of Navy real estate; and providing, managing and maintaining public works, family housing and public utilities for the Navy.

Naval Telecommunications Command is responsible for configuration control of the Naval Telecommunications Systems and for the operation and maintenance of assigned elements of the Defense Communications System.

Naval Education and Training Command provides education and training for the Navy, Marine Corps and other personnel in support of Navy programs; develops education and training programs for the fleet; executes the Navy's voluntary education and dependent's education programs; and participates with research and development personnel in the development and implementation of teaching and training systems.

Military Sealift Command provides strategic military sealift mobility in support of national security objectives. This involves deploying and sustaining military forces whenever and wherever needed, as rapidly and for as long as required.

Chief of Naval Research provides scientific research for the maintenance of future Naval power and the preservation of national security. Basic and applied research and exploratory development (R&D) are provided through the Office of Naval Research, the Office of Naval Technology, the Naval Research Laboratory, the Naval Ocean Research and Development Activity and the Naval Environmental Prediction Research Facility.

Major(s)	**Degree(s)**
Management/Administrative	
Accounting	AA, BA, MA
ADP	AA, BA, MA, PhD
Business Management	AA, BA, MA, PhD
Computer and Information Systems	AA, BA, MA, PhD
Commerce	BA, MA, PhD
Economics	AA, BA, MA
Engineering Management	AA, BA, MA, PhD
Financial Management	AA, BA, MA
General Administration	AA, BA, MA, PhD
Government	AA, BA, MA, PhD
Industrial Management	AA, BA, MA, PhD
Liberal Arts	AA, BA, MA
Logistics Management	BA, MA, PhD

Marketing	BA, MA, PhD
Personnel Management	AA, BA, MA, PhD
Political Science	AA, BA, MA, PhD
Public Administration	AA, BA, MPA, PhD
Purchasing	BA, MA, PhD
Secretarial Studies	AA, BA

Engineering/Scientific/Technical

Architecture	BS, MS, PhD
Astronomy	BS, MS, PhD
Biology	BS, MS, PhD
Chemistry	BS, MS, PhD
Computer Science	BS, MS, PhD
Engineering	BS, MS, PhD
Aerospace	BS, MS, PhD
Architectural	BS, MS, PhD
Ceramic	BS, MS, PhD
Chemical	BS, MS, PhD
Civil	BS, MS, PhD
Computer	BS, MS, PhD
Electrical	BS, MS, PhD
Electronics	BS, MS, PhD
Environmental	BS, MS, PhD
General	BS, MS, PhD
Industrial	BS, MS, PhD
Materials	BS, MS, PhD
Mechanical	BS, MS, PhD
Naval	BS, MS, PhD
Nuclear	BS, MS, PhD
Ocean	BS, MS, PhD
Engineering Technology	BS
Industrial Management	AS, BS
Mathematics	BS, MS, PhD
Metallurgy	BS, MS, PhD
Microbiology	BS, MS, PhD
Oceanography	BS, MS, PhD
Physical Science	AS, BS, MS, PhD
Physics	BS, MS, PhD
Production Management	AS, BS
Space Science	BS, MS, PhD

Medical and Related

Cytotechnology	AS, BS (or equivalent)
Dental Hygiene	BS
Histopathology	AS, BS (or equivalent)
Industrial Hygiene	BS, MS, PhD
Medical Records Technology	AA (or equivalent)
Medical Technology	AS, BS (or equivalent) MS, PhD
Medicine	MD, OD
Pharmacy	BS, MS, PharmD
Practical (Vocational) Nursing	AS (or equivalent)
Professional Nursing	BS, MS, PhD
Psychology	BA, MA, PhD
Respiratory Therapy	AS, BS (or equivalent)
Social Work	MSW

Other

Education	BA, MA, PhD
English	BA, MA
Fire Science	AA
Journalism	BA, MA
Law	LLB, JD
Law Enforcement	AA, BA, MA, JD (or equivalent)
Library Science	BA, MLS, PhD (or equivalent)
Military Science	BS, MS, PhD
Occupational Health Management	BS, MS, PhD
Police Science	AS, BS
Safety Engineering	BS, MS, PhD
Technical Writing	BA

GS Level(s)	**Occupational Title(s)**
Management/Administrative	
5/7/9/11	Personnel Management/ Equal Employment Opportunity Specialist (all specialties)
5/7/9	Management Analyst
5/7/9	Program Analyst
5/7/9	General Administration/ Management
5/7/9	Logistics Management Specialist
5/7/9	Accountant/Auditor
5/7/9	Budget/Financial Analyst
5/7/9/11	Computer Specialist
5/7/9/11	Computer Systems Analyst
5/7/9/11	Computer Programmer
5/7/9/11	Computer Programmer Analyst
5/7/9/11	Computer Systems Programmer
4/5	Computer Operator/ Assistant
5/7/9	Contract Specialist
5/7/9	Procurement Analyst
5/7/9	Supply Program Manager
5/7/9	Inventory Management Specialist
4/5	Secretary/Typist/ Stenographer
4/5	Miscellaneous Clerical or Assistant

Engineering/Scientific/Technical

(Located in research and non-research organizations)

5/7/9/11/12	Engineer
5/7/9/11/12	Aerospace
5/7/9/11/12	Chemical
5/7/9/11/12	Civil
5/7/9/11/12	Electrical
5/7/9/11/12	Electronics
5/7/9/11/12	Environmental
5/7/9/11/12	General
5/7/9/11/12	Industrial
5/7/9/11/12	Materials
5/7/9/11/12	Mechanical
5/7/9/11/12	Naval Architecture
5/7/9/11/12	Nuclear
5/7/9/11/12	Ocean
4/5/6/7	Engineering/ Electronics Technician

4/5	Production Aide Controller
5/7/9/11/12	Architect
5/7/9/11/12	Operations Research Analyst
5/7/9/11/12	Mathematician/ Statistician
5/7/9/11/12	Computer Scientist
5/7/9/11/12	Astronomist/ Space Scientist
5/7/9/11/12	Physicist/ Research Physicist
5/7/9/11/12	Chemist/ Research Chemist
5/7/9/11/12	Biologist
5/7/9/11/12	Metallurgist
5/7/9/11/12	Physical Scientist
4/5	Physical Science Technician (various fields)

Medical and Related

(Located in research and non-research organizations)

11/12/13/14 15	Medical Officer
9/11	Physician's Assistant
5/7/9/11	Professional Nurse
5/7/9/11	Clinical
5/7/9/11	Occupational Health
5/7/9/11	Nurse Consultant/ Specialist (various specialties)
4/5	Practical (Vocational) Nurse
5	Dental Hygienist
4	Dental Assistant
5/7/9/11/12	Microbiologist
5/7/9/11	Medical Technologist
4/5	Medical Technician
4/5	Cytology/ Pathology/ Histopathology Technician
5/7/9/11/12	Industrial Hygienist
7/9/11	Pharmacist
5/7/9/11/12	Psychologist (various specialties)
7/9	Social Worker
4/5	Medical Machine Technician (various specialties)
4/5	Respiratory Therapist
4/5/6/7	Medical Record Technician
4/5	Health Technician (various specialties)

Other

5/7/9/11/12	Education Specialist/ Guidance Counselor
7/9/11	Librarian (various specialties, e.g., medical)
4/5	Library Technician
5/7	Technical Writer/Editor
5/7/9/11	Safety-Occupational Health Specialist/ Manager
5/7/9/11	Intelligence Research/ Operations Specialist
5/7/9	Investigator
4	Fire Fighter
5/7/9	Security Specialist
4/5	Police Officer
5/7/9	Traffic Management Specialist
5/7	Communications Specialist
5/7/9	Quality Assurance Specialist
5/7	General Facilities/ Equipment Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

The Department of the Navy, in cooperation with schools throughout the country, sponsors approximately 2,000 cooperative education students from high school through graduate school level. Students interested in participating in the Navy's Cooperative Education Program should first contact their school's Cooperative Education Program Coordinator. The Navy's Regional Offices of Civilian Personnel Management are available to provide information on Navy's co-op opportunities as is the Navy's Centralized Cooperative Education Program Office.

FOR FURTHER INFORMATION CONTACT

In most cases, recruitment and the filling of positions are the responsibility of individual Department of the Navy activities and commands (e.g., Navy base research laboratories, air stations, supply centers). Applicants should contact the Civilian Personnel Office at specific Naval activities for information on position openings and eligibility requirements. Telephone numbers may be found under U.S. Government, Department of the Navy in local telephone directories. Applicants may also contact one of the following Regional Offices of Civilian Personnel Management (OCPM):

Staffing Division
OCPM Capital Region
801 North Randolph Street
Arlington, VA 22203-1927
(202) 696-4567

Staffing Division
Northeast Region
Office of Civilian Personnel Management
Building 75-3 Naval Base
Philadelphia, PA 19112-5006
(215) 897-6521

Staffing Division
Northwest Region
Office of Civilian Personnel
2890 Main Street, Suite 301
Walnut Creek, CA 94596-2739
(415) 944-5608

Staffing Division
Pacific Region
Office of Civilian Personnel Management
Box 119
Pearl Harbor, HI 96860-5060
(808) 471-3237

Staffing Division
Southeast Region
Office of Civilian Personnel Management
Building A-67 Naval Station
Norfolk, VA 23511-6098
(804) 444-1507

Staffing Division
Southwest Region
Office of Civilian Personnel Management
880 Front Street, Room 5-S-29
San Diego, CA 92188-0410
(619) 532-2912

For Cooperative Education Opportunities Contact the Activity's or Command's Civilian Personnel Office, or the

Naval Civilian Personnel Center
ATTN: Centralized Cooperative Education Program Manager
Chief of Naval Operations (OP-14)
Navy Annex Skyline
Arlington, VA 20370-2000
(202) 756-8555

For Civilian Career Management/Intern Programs Opportunities Contact

Logistics Career Intern Program

Administrator, Logistics Career Intern Program
Navy Career Management Center
PO Box 2010
Mechanicsburg, PA 17055-0787
(717) 790-3980

Contracting Career Intern Program

Administrator, Contracting Career Intern Program
Navy Career Management Center
PO Box 2010
Mechanicsburg, PA 17055-0787
(717) 790-3980

Financial Management Career Intern Program

Office of Career Management
Comptroller of the Navy
Crystal Mall 3, Room 119
Washington, DC 20376-5001
(202) 695-3587

Personnel/Equal Employment Opportunity Management Intern Program

Contact one of the Regional or Civilian Personnel Management Offices previously listed.

Department of the Air Force
Washington, DC 20330

THE DEPARTMENT

The Department of the Air Force offers college graduates career opportunities in hundreds of occupations through its centrally managed Career Intern Program as well as through individual Air Force Command and Base Recruitment Programs. Civilian employees support the aerospace defense mission worldwide. Graduates with specialized degrees in engineering, accounting and computer science are always needed. Opportunities often exist for business and liberal arts majors as well.

For engineering and telecommunications students, the Air Force offers an organization that is a leader in high technology research, development and applications. For business and liberal arts majors, the Air Force offers an organization whose installations operate like small cities in a businesslike and competitive environment. The Air Force provides an arena where good ideas and energetic job performance are rewarded.

The Air Force's centrally managed Career Intern Program is the "corporate" Air Force effort to recruit exclusively for college graduates with the potential to compete for senior management positions in future years. Career Intern assignments combine on-the-job training and formal classroom training for two or three years. Geographic mobility is required since often the training takes place at a location that is different from the first full-performance level position. Intern positions are available across the United States including Alaska and Hawaii. Opportunities for overseas assignments in Europe and the Pacific, with guaranteed return placement to the United States, are available in most occupations after completion of the internship. The Air Force hires from 350 to 400 career interns each year.

Additional opportunities are available through individual Command and Base Recruitment Programs. Commands and bases with large numbers of civilian employees and specialized education requirements have been recruiting on college campuses for many years. Some make job offers based on responses to advertising and vacancy announcements mailed to colleges and universities. Opportunities for career growth and job satisfaction make the Air Force an outstanding employer.

Major(s)	Degree(s)
All Majors	BS, BA

GS Level(s)	Occupational Title(s)
7	Accountant/Auditor
5/7	Management Analyst
5/7	General Business Industry Specialist
5/7	Industry Specialist
5/7	Quality Assurance Specialist
5/7	Budget Analyst
5/7	Cost Analyst
5/7	Financial Management Specialist
5/7	Community Planner
5/7	Housing Management Specialist
5/7	Realty Specialist
5/7	Services Specialist
5/7	Information Systems Specialist
5/7	Logistics Management Specialist
5/7	Supply Specialist
5/7	Packaging Specialist
5/7	Traffic Management Specialist
5/7	Production Management Specialist
5/7	Personnel Specialist
5/7	Safety and Occupational Health Specialist
5/7	Security Specialist
7	Aerospace and Electronics Engineers and related high-tech occupations
7	Contract Specialist

U.S. AIR
13214

Air Force Engineering Intern receives on-the-job training in runway maintenance and repair.

Air Force Photo

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Candidates selected for participation in student employment and work programs are chosen by individual Air Force bases and not by Department of Air Force Headquarters.

FOR FURTHER INFORMATION CONTACT

For Career Intern Program Inquiries

Air Force Civilian Personnel
Management Center/DPCR
Randolph AFB, TX 78150-6421
(512) 652-4948 (Commercial)
1-800-847-0108 (Toll free)

For Command and Base Recruitment Opportunities and Programs

Contact the Central Civilian Personnel Office at the nearest Air Force base.

Defense Communications Agency

8th Street and South Courthouse Road
Arlington, VA 20305-2000

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Computer Science	BS	5/7	Computer Scientist
Electronics Engineering	BSEE, MA	5/7	Electronics Engineer

THE AGENCY

The Defense Communications Agency (DCA) was established to provide centralized management and direction to certain communications and communications-related activities of the Army, Navy and Air Force. Other agency activities include:

- the Defense Communications Engineering Center, Reston, Virginia;
- the Joint Data Systems Support Center, primarily the Pentagon and Reston, Virginia;
- the Defense Communications Agency Operations Center, Arlington, Virginia;
- the Defense Commercial Communications Office, Scott Air Force Base, Illinois; and
- two area centers located in Hawaii and Stuttgart, West Germany.

Through the Defense Communications System (DCS), DCA provides worldwide communications services to the military commanders of the Army, Navy, Air Force and Marine Corps. A global network of circuitry including radio, wire, fiber-optic line, cable and satellite transmissions connects 3,000 sites in 75 countries and islands. The DCS provides the means to connect command posts, weather networks, intelligence networks, dispersed tactical units, headquarters supply agencies, large automated data processing centers and people—all by electronic communications.

DCA also serves as the day-to-day manager of the National Communications System (NCS). This is a confederation in which selected Federal departments participate with their telecommunication systems to provide essential communications services to the Federal government under all conditions—day-to-day situations, national emergencies and international crises. The NCS system includes the telecommunication networks of:

- the Departments of State, Defense, Interior, Commerce, Energy and Transportation; and
- the following agencies—Federal Aviation Administration, U.S. Information Agency, National Aeronautics and Space Administration, Central Intelligence Agency, Federal Emergency Management Agency and General Services Administration.

Although each Agency operates its own facility, through joint planning, standardization and other coordinated activities of the NCS, the telecommunication facilities are available to satisfy national requirements.

The DCA's goal is to reduce the complexity of the Defense Communications System, while increasing its capability to serve command, control and intelligence needs. Readiness is foremost in the plans of the future. The most elaborate and sophisticated peacetime capability must be performance-evaluated against a crisis or wartime model. This is the challenge to DCA planners.

Maintaining defense communications is a primary DCA function. DCA Photo

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Special Programs Unit
Civilian Personnel Office
Defense Communications Agency
8th Street and South Courthouse Road
Building Two, Room 210
Arlington, VA 20305-2000
(202) 692-2783/2784

Defense Contract Audit Agency

Cameron Station
Alexandria, VA 22304-6178

THE AGENCY

The **Defense Contract Audit Agency (DCAA)** is the contract audit organization for the Department of Defense (DOD). A worldwide organization, it is the largest audit agency in the Executive Branch of the Federal Government. DCAA performs all contract audits and provides accounting and financial advisory services on DOD contracts and subcontracts to procurement officials. It also provides these services on a reimbursable basis for some 30 non-DOD agencies and for some allied nations that purchase U.S.-produced defense supplies and equipment.

DCAA audits about 13,000 business enterprises including all large defense contractors, and it issues approximately 60,000 audit reports annually. Results of audits are provided to procurement and contract officials for use in negotiation, administration and settlement of contracts and subcontracts. DCAA's annual budget is over $200 million.

DCAA's Headquarters is in Alexandria, Virginia, a suburb of Washington, DC. Six Regional Offices and 450 field offices are at various locations in the United States and overseas. Field Audit Offices (FAO) are located in most metropolitan areas and at most major defense contractor plants.

DCAA annually examines approximately 37,000 pricing proposals with a total dollar value of more than $200 billion. At any point in time, about 74,000 active contracts require audits of incurred costs. In the most recent fiscal year, some $57 billion in incurred costs were audited.

DCAA is basically a one-occupation agency with professional auditors comprising more than 84 percent of its personnel strength. DCAA hires hundreds of new auditors each year mostly at the Auditor-Trainee level. Most of these new employees are recent college graduates with majors or 24 semester hours in accounting. The positions also require excellent analytical and writing abilities and skill in working with people. DCAA auditors use modern, time-saving techniques such as statistical sampling, graphic and computational analysis and improvement curves. In addition, DCAA uses state-of-the-art microcomputers and software applications in its audit work. Positions are generally available in DCAA offices throughout the United States.

Most DCAA Auditor-Trainees had high grades in their majors, particularly in cost accounting and auditing courses. They also are well-rounded individuals who have the analytical ability needed to define and to resolve problems; the ability to rapidly assimilate new material, concepts and procedures; and the ability to establish and maintain effective working relationships. Courses in statistics and hands-on experience with computer software are also desirable.

During their first year with the Agency, Auditor-Trainees attend formal technical indoctrination training classes at the Defense Contract Audit Institute in Memphis, Tennessee, and receive on-the-job training at their regional and Field Audit Office locations. CPA coaching courses are sponsored by the Agency to encourage Auditors to prepare themselves for the examination. DCAA audit experience is creditable toward an individual's CPA certification in most states.

A typical assignment for an Auditor-Trainee would be to assist a Senior Auditor in evaluating a contractor's price proposal for a particular weapon system. The trainee would be assigned audit steps in order to test and to examine the contractor's direct labor and material costs and to verify and to reconcile records and reports against invoices, employee time cards, and so on. The Auditor-Trainee verifies the appropriateness of charges for materials and labor and determines that charges have been properly recorded and that items and services were actually received. Trainees also may use standard quantitative analysis techniques and EDP programs where appropriate, maintain audit working papers, and report findings to the Senior Auditor.

The typical career path at the Agency involves moving from the position of Auditor-Trainee (GS-7) to Junior Auditor (GS-9) to Semi-Senior Auditor (GS-11) and finally to Senior Auditor (GS-12). This progression is normally completed in three to five years. All Auditor-Trainees are expected to advance to the Senior Auditor grade level and master the full range of technical duties associated with DCAA contract audit work. Promotion to the Senior Auditor position depends primarily on one's own ability and motivation to develop technical audit skills and to perform in a professional manner. Promotions to the GM-13 Supervisory Auditor and GM-14 FAO Manager positions are competitive. Promotion to these higher positions requires the development of supervisory and managerial skills as well as technical skills.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, BS, MBA	7*	Auditor-Trainee
Accounting	BA, BS, MBA	9/11	Auditor

* Most positions are filled at this level

Auditor-Trainees should expect to be assigned to different field audit offices throughout their careers with the Agency. As a condition of employment, Auditor-Trainees are required to sign an auditor rotation policy statement, which specifies that Auditors may be relocated to a different commuting or geographic area every five to seven years. This is done to help maintain Auditor independence and to avoid having Auditors deal with the same contractor or group of contractors for a long period. Most offices offer flexible working schedules and limit the amount of overnight travel required of Auditors.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

The Defense Contract Audit Agency's Cooperative Education Program is for junior and senior accounting majors only.

FOR FURTHER INFORMATION CONTACT

Central Region
Defense Contract Audit Agency
5615 High Point Drive
Irving, TX 75038-2414
(214) 550-4871

Eastern Region
Defense Contract Audit Agency
805 Walker Street, Suite 103
Marietta, GA 30060-2731
(404) 429-6533

Mid-Atlantic Region
Defense Contract Audit Agency
600 Arch Street, Room 4400
Philadelphia, PA 19106-1604
(215) 597-7471

Northeastern Region
Defense Contract Audit Agency
424 Trapelo Road
Waltham, MA 01254-6397
(617) 647-8619

Southwestern Region
Defense Contract Audit Agency
2500 Wilshire Boulevard
Suite 405
Los Angeles, CA 90057-4366
(213) 252-7659

Western Region
Defense Contract Audit Agency
450 Golden Gate Avenue
Box 36116
San Francisco, CA 94102-3563
(415) 556-4684

Nationwide Field Detachment
Defense Contract Audit Agency
Cameron Station
ATTN: CAP, Room 4A380
Alexandria, VA 22304-6178
(202) 274-7328
1-800-523-2986 (Toll free)
1-800-223-0265 (Toll free in Virginia)

Applicants who wish to become DCAA Auditors should submit Application for Federal Employment (SF-171), college transcript (or OPM Form 1170/17) and completed Occupational Supplement for Accountant and Auditor positions (Form B) to one of the offices listed above. Information about job opportunities is available through college placement offices and at the DCAA Regional Offices. DCAA recruiters visit many college campuses and applications are considered throughout the year. Applicants must be U.S. citizens and are subject to a security investigation and drug testing.

Defense Intelligence Agency
Washington, DC 20340-3042

THE AGENCY

The **Defense Intelligence Agency (DIA)** was established to increase the Department of Defense's (DOD) intelligence capability and to unify defense intelligence efforts.

The mission of DIA is to satisfy the intelligence requirements of the DOD. Through its director, DIA serves as the primary intelligence advisor to the Secretary of Defense and other senior decision makers. The agency's Director is also the intelligence staff officer of the Joint Chiefs of Staff, responsible for providing intelligence support for planning and military operations.

To fulfill its mission, DIA maintains an extensive intelligence base capable of providing accurate, timely information on ground, naval, air, missile and space forces around the world. The agency also manages and evaluates intelligence production of other DOD components and closely cooperates with other organizations within the intelligence community such as the Central Intelligence Agency and the National Security Agency.

The result is a well-coordinated, carefully managed intelligence effort that provides policy makers with the information they need to prevent surprise attacks, to counter threats and to deter potential aggressors. DIA's activities involve intelligence collection, production and support.

To meet intelligence gathering needs for national security, DIA coordinates defense intelligence collection and processing activities. The Agency works closely with the intelligence organizations of the Armed Forces and functions as a major member of the intelligence community with access to all its collective resources.

After intelligence data have been collected and appropriately processed, the material must be carefully analyzed to produce meaningful information for presentation to decision makers. The analytical process of transforming raw intelligence data to finished intelligence information and the vital information systems support effort offer opportunities for exceptional graduates.

Finally, DIA is an excepted service organization with the authority to recruit and to hire directly. Applicants must be U.S. citizens and are subject to a thorough background investigation.

The high-tech world of an Intelligence Officer (Imagery Analyst).

DIA Photo

Major(s)	**Degree(s)**
Computer Science	BS, BA, MA, MS, PhD
Earth Sciences	BS, BA, MA, MS, PhD
Foreign Area Studies	BS, BA, MA, MS, PhD
Geography	BS, BA, MA, MS, PhD
Management Information Systems	BS, BA, MA, MS, PhD
Remote Sensing	BS, BA, MA, MS, PhD

GS Level(s)	**Occupational Title(s)**
	Computer Professionals*
7/9/11	Computer Scientist
7/9/11	Computer Specialist
7/9/11	Computer Systems Analyst
7/9/11	Programmer Analyst
	Intelligence Officers
7/9/11	Intelligence Officer
7/9/11	Imagery Analyst

*Salaries for Computer Professional positions coincide with the special pay rate established by the Office of Personnel Management

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Civilian Staffing Operations
Division (RHR-2)
Team III
Recruitment Program
Department OP
Defense Intelligence Agency
Washington, DC 20340-3042
(202) 373-2628

Defense Investigative Service

1900 Half Street, SW
Washington, DC 20324-1700

THE SERVICE

The **Defense Investigative Service (DIS)**, a separate Department of Defense (DOD) agency, was established in 1972. At that time, its primary function was to conduct personnel security investigations. On October 1, 1980, the administration of the defense industrial security programs was transferred to DIS. When this occurred, the mission of the agency was expanded to include administration of the assigned defense industrial security programs on behalf of DOD and other Federal departments as directed. The DIS Headquarters is located in Washington, DC. DIS is composed of numerous offices geographically dispersed throughout the United States, Puerto Rico and Europe.

Personnel security investigations are conducted to determine the suitability of personnel (military, DOD civilians and DOD contractors) for positions involving classified defense information. Investigations involve direct, personal interviews of subjects of the investigation, interviews of character references, verification of prior education and employment, reviews of records of state and municipal law enforcement agencies and checks of the files of national agencies.

There are three major programs involving industrial security: (1) the Defense Industrial Security Program for the protection of classified information entrusted to industry. This is a compliance program encompassing information, personnel and physical security considerations; (2) the Defense Key Assets Protection Program, geared to mobilization, planning and preparedness. This program provides on-site surveys which consider physical security for protection, emergency preparedness and restriction of production capabilities; (3) the Arms, Ammunition, and Explosives Program addressing the security of sensitive conventional weapons and ammunition in the custody of defense contractors to preclude theft, misappropriation and loss.

DIS utilizes a variety of appointment authorities to fill its positions, ranging from competitive examining registers maintained by DIS Headquarters for the Office of Personnel Management, Outstanding Scholar and Bilingual appointments, appointments of Disabled Veterans and temporary appointments.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

DIS Special Agents meet and deal with people from various backgrounds.

Richard Buzzelli Photo

Major(s)	**Degree(s)**
For Investigator Positions	
All Majors	BS, BA
For Personnel Security and Industrial Security Positions	
All Majors	BS, BA

GS Level(s)	**Occupational Title(s)**
5/7	Investigator (Special Agent)
5/7	Personnel Security Specialist
5/7	Industrial Security Representative

FOR FURTHER INFORMATION CONTACT

Headquarters, Washington, DC

Resources Directorate
Personnel Operations Division
1900 Half Street, SW
Washington, DC 20324-1700
(202) 475-0575

Regional and Center Offices

Personnel Office
Capital Regional Office
Defense Investigative Service
Hoffman Building I
2461 Eisenhower Avenue
Alexandria, VA 22331-1000
(202) 325-9161

Personnel Office
Mid-Atlantic Regional Office
Cherry Hill Office Center
Defense Investigative Service
1040 Kings Highway North
Cherry Hill, NJ 08034-1909
(609) 482-6500

Personnel Office
Mid-Western Regional Office
Defense Investigative Service
610 South Canal Street
Room 908
Chicago, IL 60607-4577
(312) 886-9062

Personnel Office
New England Regional Office
Defense Investigative Service
495 Summer Street
Boston, MA 02210-2192
(617) 451-4904/4906

Personnel Office
Northwestern Regional Office
Defense Investigative Service
Building 35, Room 114
Presidio of San Francisco, CA 94129-7700
(415) 561-5461

Personnel Office
Pacific Regional Office
Defense Investigative Service
3605 Long Beach Boulevard
Suite 405
Long Beach, CA 90807-4013
(213) 595-7183

Personnel Office
Southeastern Regional Office
Defense Investigative Service
Suite 250
2300 Lake Park Drive
Smyrna, GA 30080
(404) 432-0826

Personnel Office
Southwestern Regional Office
Defense Investigative Service
210 North Tucker
St. Louis, MO 63188-1900
(314) 263-5345

Personnel Office
Defense Industrial Security Clearance Office
Defense Investigative Service
PO Box 2499
Columbus, OH 43216
(614) 238-2812

Personnel Office
Personnel Investigations Center
Defense Investigative Service
PO Box 1211
Baltimore, MD 21203-1211
(301) 234-9660

Defense Logistics Agency

Cameron Station
Alexandria, VA 22304-6100

THE AGENCY

The **Defense Logistics Agency (DLA)** is a worldwide organization that provides services and supplies used in common by all the Military Services. A component of the Department of Defense, DLA is charged with the mission of providing, at the lowest feasible cost to the taxpayer, effective logistics support in the areas of contracting, supply, contract administration and technical services.

Established in 1961 as the Defense Supply Agency to provide centralized management of food, clothing, fuel, medicines and other supplies, DLA was given its current name in 1977 to reflect expanded logistics assignments in nonsupply areas.

Today, DLA is involved in cradle-to-grave materiel support, beginning with the dissemination of research and cataloging data, extending through the administration of defense contracts for materiel coming off production lines, and including the sale of weapons and equipment which are obsolete, worn out or no longer needed.

DLA Supply Centers and Depots procure, store and deliver critical repair parts, food, fuel, medical supplies and clothing to American soldiers throughout the world. Defense Contract Administration Services Regions administer major defense contracts, tracking production and assuring that materiel meets specifications. DLA Service Centers perform a variety of functions to include:

- assisting the Military Services in the development, acquisition and use of technical information vital to defense research and development efforts;
- providing machine tools to expedite production of defense materiel;
- providing logistics data, item identification and related supply management data used to design, purchase, transport, stock, store, issue and transfer Government supplies;
- matching excess assets with materiel requirements of the services and disposing of surplus military equipment; paying defense contractors and DLA employees; and
- providing automated data processing and administrative support services to the Agency.

DLA recruits recent college graduates for intern training programs in the following career fields: quality assurance, acquisition management, supply management, industrial production, transportation, property disposal, management analysis, financial management, civilian personnel management and automatic data processing. These programs provide excellent career development opportunities through a combination of classroom and on-the-job training.

Major(s)	Degree(s)
Accounting	BA, MA
Business	BA, MA
Computer Science	BA, MA
Economics	BA, MA
Engineering	BA, MA
Finance	BA, MA
Industrial Technology	BA, MA
Mathematics	BA, MA
Physical Science	BA, MA
Political Science	BA, MA
Public Administration	BA, MA
Statistics	BA, MA

An employee in the Office of the Comptroller at the Defense Electronics Supply Center (DESC), Dayton, Ohio, works on the daily stock fund sales report at an IBM computer. DLA has consistently received recognition for its programs for the handicapped. DLA Photo

GS Level(s)	Occupational Title(s)
5/7/9	Quality Assurance Specialist
5/7/9	Industrial Specialist
5/7	Supply Specialist
5/7/9	Inventory Management Specialist
5/7	Supply Cataloguer
5/7	Packaging Specialist
5/7/9	Contract Specialist
5/7/9	Accountant
5/7/9	Budget Analyst
5/7/9	Financial Specialist
5/7/9	Management Analyst
5/7/9	Property Disposal Specialist
5/7/9	Industrial Property Management Specialist
5/7/9	Personnel Specialist
5/7	Computer Specialist
5/7	Environmental Protection Specialist
5/7	Safety and Occupational Health Specialist
5/7/9	Engineer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Employment Inquiries May Be Addressed To:

Civilian Personnel Service Support Office
Defense Logistics Agency
DCPSO-S
PO Box 3990
Columbus, OH 43216-5000
1-800-458-7903 (Toll free)

Or to the Civilian Personnel Offices at the Following Locations:

Civilian Personnel Office
Defense Construction Supply Center
Attn: DCSC-KSSC
Box 3990
Columbus, OH 43216-5000
(614) 238-2224

Civilian Personnel Office
Defense Electronics Supply Center
1507 Wilmington Pike
Dayton, OH 45444-5131
(513) 296-6461

Civilian Personnel Office
Defense General Supply Center
Richmond, VA 23297-5000
(804) 275-5330

Civilian Personnel Office
Defense Personnel Support Center
2800 South 20th Street
Philadelphia, PA 19101-8419
(215) 952-2333

Civilian Personnel Office
Administrative Support Center
Defense Logistics Agency
Cameron Station
Alexandria, VA 22304-6130
(202) 274-6043

Civilian Personnel Office
Defense Reutilization and Marketing Service
Federal Center
Battle Creek, MI 49017-3092
(616) 961-7195

Civilian Personnel Office
Defense Depot Mechanicsburg
5450 Carlisle Pike
PO Box 2030
Mechanicsburg, PA 17055-0789
(717) 790-5244

Civilian Personnel Office
Defense Depot Memphis
2163 Airways Boulevard
Memphis, TN 38114-5000
(901) 775-4933

Civilian Personnel Office
Defense Depot Ogden
Ogden, UT 84407-5000
(801) 399-7008

Civilian Personnel Office
Defense Depot Tracy
Tracy, CA 95376-5000
(209) 832-9136

Defense Contract Administration Services Regions (DCASR)

Defense Contract Administration Services Region Atlanta
805 Walker Street
Marietta, GA 30060-2789
(404) 429-6692

Defense Contract Administration Services Region Boston
495 Summer Street
Boston, MA 02210-2184
(617) 451-4058

Defense Contract Administration Services Region Chicago
O'Hare International Airport
PO Box 66475
Chicago, IL 60666-0475
(312) 694-6352

Defense Contract Administration Services Region Cleveland
1240 East 9th Street
Cleveland, OH 44199-2063
(216) 522-5295

Defense Contract Administration Services Region Dallas
PO Box 50600
Dallas, TX 75250-0600
(214) 670-9222

Defense Contract Administration Services Region Los Angeles
PO Box 2368
222 North Sepulveda
El Segundo, CA 90245-1468
(213) 335-3161

Defense Contract Administration Services Region New York
201 Varick Street
New York, NY 10014-4811
(212) 807-3129

Defense Contract Administration Services Region St. Louis
1136 Washington Avenue
St. Louis, MO 63101-1194
(314) 263-6700

Defense Mapping Agency

8613 Lee Highway
Fairfax, VA 22031-2137

THE AGENCY

The **Defense Mapping Agency (DMA)**, a component of the Department of Defense, was established in 1972 to unify mapping, charting and geodetic support to the Armed Forces. DMA provides support to all land, sea and air combat forces, provides guidance and navigational data for ballistics and cruise missiles, and strategic and tactical bomber operations as well as safety of navigation and planning and evacuation. DMA is undergoing a complete modernization program. When completed, the Agency will boast a virtually all-digital production system designed to provide immediate support to even the most sophisticated of modern weapons systems. The new DMA production line will range from collection of data with sensors high above the earth and on the ocean floor, through manipulation and production technology beyond the state-of-the-art, directly to the cockpits, turrets and command centers of the users. Support for these systems requires increases in technology, additional reliance on automation and communications and added emphasis on attracting and keeping people skilled in the scientific disciplines. Career opportunities are available in DMA for college graduates with majors in cartography, geography, geodesy, mathematics, computer sciences, engineering, communications and the physical sciences.

DMA employs about 9,000 civilians, primarily at five major DMA components in the Washington, DC, area: DMA Hydrographic/Topographic Center, DMA Systems Center, DMA Reston Center, DMA Telecommunications Services Center, and DMA Combat Support Center; and in St. Louis, Missouri, DMA Aerospace Center. Smaller numbers of civilians are employed by DMA in San Antonio, Texas, Kansas City, Missouri, Louisville, Kentucky, Philadelphia, Pennsylvania, Clearfield, Utah, the Republic of Panama, South and Central America and other overseas locations.

DMA's modernization program, called Mark 90, *will increase productivity by more than 50 percent.*

DMA Photo

DMA's professional workforce operates some of the most sophisticated electronics cartographic photogrammetric equipment in the world today.

DMA Photo

Major(s)	Degrees(s)
Astronomy	BS, MS
Cartography	BS, MS
Communications (Visual)	BS, MS
Computer Science	AAS, BS, MS
Data Processing	AAS, BS, MS
Earth Science	BS, MS
Engineering	
Civil	BS, MS
Electrical	BS, MS
General	BS, MS
Industrial	BS, MS
Forestry	BS, MS
Geodesy	BS, MS
Geography	
General	BS, MS
Physical	BS, MS
Geology	BS, MS
Geophysics	BS, MS
	AAS, BS, MS
Logistics Management	AAS, BS, MS
Management Information Systems	BS, MS
Mathematics	BS, MS
Meteorology	BS, MS
Nautical Science	BS, MS
Navigation	BS, MS
Oceanography	
General	BS, MS
Geological	BS, MS
Physical	BS, MS
Photogrammetry	BS, MS
Photo Interpretation	BS, MS
Physics	BS, MS
Remote Sensing	BS, MS
Security Administration	BS, MS
Soil Science	BS, MS
Surveying	BS, MS

GS Level(s)	Occupational Title(s)
5/7	Aeronautical Information Specialist
5/7/9/11	Cartographer
9/11	Communications Specialist
5/7/9/11	Computer Programmer/ Specialist
5/7	Electronics Engineer
5/7/11	Geodesist
5/7/9	Geographer
5/7/9	Geographer (Arabic Languages)
5/7/9	Geographer (Far East Languages)
5/7/9	Geographer (Russian Language)
11	Geophysicist
5/7	Industrial Engineer
9/11	Logistics Specialist
7	Marine Information Specialist
9/11	Personnel Security Specialist
5/7/9/11	Physical Scientist
9/11	Security Specialist
9	Supply Cataloguer
9	Training Instructor
9/11	Visual Information Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For Washington, DC, Area Jobs in DMA

Personnel Staffing Specialist
Defense Mapping Agency.
ATTN: PRSD
Washington, DC 20315-0030
(202) 653-0484 or
1-800-DMA-JOBS

For DMA Jobs Outside Washington, DC

Personnel Staffing Specialist
Aerospace Center
ATTN: POR
Defense Mapping Agency
3200 South Second Street,
Building 37
St. Louis, MO 63118
(314) 263-4460 or 1-800-777-6104

National Security Agency

Fort Meade, MD 20755-6000

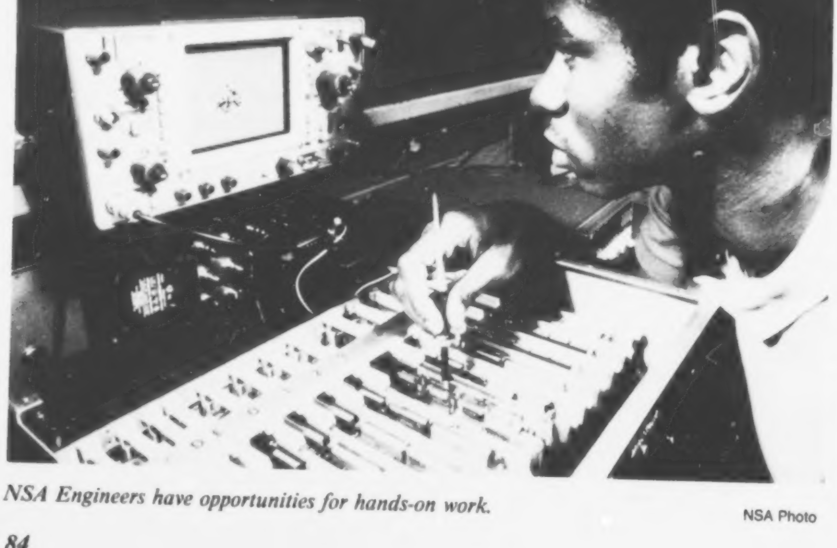
THE AGENCY

Established by Presidential directive in 1952, the National Security Agency (NSA) is the authority for all U.S. communications security activities. Science and technology provide the foundation for the Agency's work. Because of continuing advances in these areas, NSA needs Computer Scientists, Electrical Engineers and Mathematicians to conduct research and development in communications and information technology. NSA's research is often years ahead of the accepted state-of-the-art.

The National Security Agency also offers many professional opportunities for college graduates in liberal arts programs. Some employees specialize in cryptography—the development of U.S. codes and ciphers. Others work in the areas of language and linguistics, information research and analysis and area studies. Employees with exceptional facility in languages are often assigned to linguistic duties or are selected for training in new languages.

College graduates may participate in one of the Agency's special training programs. These programs give newly hired employees a broader knowledge of the Agency's mission and operations while preparing them for various areas of work. NSA encourages professional and intellectual growth of individual employees. Candidates who demonstrate strong potential may be selected for specialized long-range development programs. Under such programs, intensive formal training (as well as on-the-job training) is provided.

Positions at NSA are not under the regular Civil Service competitive system. Applications for such positions and all inquires must be made directly to the Agency. All positions require extensive testing and interviewing. (Allow six to eight months.) NSA is an equal opportunity employer. For applicants to be considered, they and their immediate family members must be U.S. citizens.



NSA Engineers have opportunities for hands-on work.

NSA Photo

Major(s)	Degree(s)
Computer Science	BS, MS, PhD
Electrical Engineering	BS, MS, PhD
Languages (Asian, Slavic, Near Eastern)	BA, BS, MS, PhD
Mathematics	BA, BS, MA, MS, PhD

Salary Level(s)* Bachelor	Graduate	Occupational Titles
GGM 7/5-7/7	GGM 9/9	Computer Analyst
GGE 7/7-7/9	GGE 9/7	Electrical Engineer
GGD 7/1	GGM 9/1	Linguist
GGM 7/5-7/7	GGM 9/6	Cryptologic Mathematician

* The National Security Agency sets its own salary levels

FOR FURTHER INFORMATION CONTACT

Office of Civilian Personnel
Recruitment Branch
National Security Agency
ATTN: M322
Fort Meade, MD 20755-6000
1-800-255-8415 (Toll free outside Maryland)
(301) 859-6444

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Additional Information on NSA Student Programs:

Summer Employment

For college students between their junior and senior years with a 3.0 GPA, majoring in electrical engineering, computer science, mathematics, and Slavic, Near Eastern, Asian languages.

Cooperative Education

For electrical engineering, computer science, mathematics, and language students.

Department of Education

400 Maryland Avenue, SW
Washington, DC 20202

THE DEPARTMENT

In 1867 President Andrew Johnson signed legislation creating the U.S. Department of Education. The Department consisted of a Commissioner of Education and three clerks who collected information about education in the United States. In October 1979, the Department was established as a cabinet-level department to be administered by a Secretary of Education.

The **Department of Education** administers and coordinates most Federal assistance to education. It also serves as the nation's chief fact-finding agency and gathers statistics about education and disseminates research findings and data to educators, parents, policy makers and the public.

I want to make sure that public service is valued and respected because I want to encourage America's young to pursue careers in Government. President George Bush

The programs administered by the Department provide financial assistance to states for elementary, high school and college education; for vocational and adult education; for the education of the handicapped, the disadvantaged, the illiterate, the gifted, migrants and Native Americans; and for persons whose native language is not English. The Department has 10 Regional Offices which serve as centers for the dissemination of information and provide technical assistance to the states and local educational agencies and institutions interested in Federal education.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Education	BA, MA, PhD	5/7/9	Education Program Specialist
Liberal Arts	BA, MA, PhD	5/7/9	Management Analyst/ Program Analyst/ Vocational Rehabilitation Program Specialist
Political Science	BA, MA, PhD	5/7/9	Policy Analyst

To carry out its mission, the Department employs persons from a variety of backgrounds, both professional and technical.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Information regarding career opportunities and student programs in the Washington, DC, area should be directed as follows:

For Career Employment

Office of Personnel
Department of Education
Room 1156
400 Maryland Avenue, SW
Washington, DC 20202
(202) 732-5559

For Student Employment and Special Programs

Staffing Specialist
Office of Personnel
Department of Education
Room 1164, FOB-6
400 Maryland Avenue, SW
Washington, DC 20202
(202) 732-3618

For employment outside the Washington, DC, area, contact should be made directly with individual Regional Personnel Offices as follows:

Personnel Office
Region I
Department of Education
John W. McCormick
Post Office and Courthouse Building
Room 615, Post Office Square
Boston, MA 02109
(617) 565-6630

(Connecticut, Maine,
Massachusetts,
New Hampshire, Rhode Island,
Vermont)

Personnel Office
Region II
Department of Education
26 Federal Plaza, Room 36-118
New York, NY 10278
(212) 264-8920

(New York, New Jersey, Puerto
Rico, Virgin Islands)

Personnel Office
Region III
Department of Education
3535 Market Street, Room 16300
Philadelphia, PA 19104
(215) 596-6459

(Delaware, District of Columbia,
Maryland, Pennsylvania,
Virginia, West Virginia)

Personnel Office
Region IV
Department of Education
101 Marietta Tower Building
Room 2219
PO Box 177711
Atlanta, GA 30323
(404) 331-0495

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Personnel Office
Region V
Department of Education
401 South State Street, Suite 700A
Chicago, IL 60605
(312) 886-5385

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Personnel Office
Region VI
Department of Education
1200 Main Tower Building, Room 2135
Dallas, TX 75202
(214) 767-3651

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Personnel Office
Region VII
Department of Education
PO Box 901381
10200 North Executive Hills Boulevard
9th Floor
Kansas City, MO 64153
(816) 891-7972

(Iowa, Kansas, Missouri, Nebraska)

Personnel Office
Region VIII
Department of Education
Federal Office Building
1961 Stout Street, Room 325
Denver, CO 80294
(303) 564-3864

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Personnel Office
Region IX
Department of Education
50 United Nations Plaza, Room 207
San Francisco, CA 94102
(415) 556-9356

(Arizona, California, Hawaii, Nevada, Samoa, Guam, Trust Territory of the Pacific Islands)

Personnel Office
Region X
Department of Education
915 Second Avenue, Room 3362
Seattle, WA 98174
(206) 442-4963

(Alaska, Idaho, Oregon, Washington)

Department of Energy

1000 Independence Avenue, SW
Washington, DC 20585

THE DEPARTMENT

The **Department of Energy** (DOE) is responsible for energy policy through the coordination and administration of the energy functions of the Federal government. It also shares a responsibility for the national security of the United States through its administration of the nuclear weapons program. The Department's mission includes long-term, high-risk research and development of energy technology, the marketing of Federal power, energy conservation and efficiency, the nuclear weapons program, energy regulatory programs, and a central energy data collection and analysis program.

The Department draws from a unique partnership of government, industry and academia for basic research, administration of energy business enterprises, and the protection of public health, safety and the environment at its operating offices. Activities are concentrated under the responsibility of the Director of Energy Research and the five program Assistant Secretaries (Fossil Energy, Nuclear Energy, Conservation and Renewable Energy, International Affairs and Energy Emergencies and Defense Programs). The Department also includes the Economic Regulatory Administration and the Energy Information Administration. In addition to the Headquarters components in Washington, DC, and Germantown, Maryland, the Department has an extensive field structure which plays an integral part in the implementation and management of Departmental projects and programs and the operation of eight national laboratories.

Supporting DOE in matters of department-wide scope are the Offices of Assistant Secretary for Management and Administration; Environment, Safety and Health; Congressional, Intergovernmental, and Public Affairs; the Inspector General; the Director of Minority Economic Impact; the Director of Small and Disadvantaged Business Utilization; the Director of Hearings and Appeals; and the Chairman of the Board of Contract Appeals.

A Researcher operates one of the two interface units which provide graphic displays of a vitrification process.

Dept. of Energy Photo

Major(s)	Degree(s)
Accounting	BS, MBA
Budget Analysis	BS, MS, MBA, MPA
Computer Science	BS, MS
Contract and Procurement	BA, BS, MBA
Engineering	
Electrical	BS, MS
General	BS, MS
Mechanical	BS, MS
Nuclear	BS, MS
General Administration	BA, BS
Operations Research (Quantitative Analysis, Operations Research, Statistics and related areas)	BS, MA, PhD
Program Analysis (Quantitative Analysis, Operations Research, and related areas)	BA, BS, MA
Public Utilities	BA, BS, MBA, MPA
Security Administration	BA, BS, MBA, MPA

GS Level(s)	Occupational Title(s)
7/9	Accountant
5/7/9	Budget Analyst
7/9	Computer Specialist
5/7/9	Contract and Procurement Specialist
5/7	General Administrative Intern
	Engineer
5/7/9	General
5/7/9	Mechanical
7/9/11	Nuclear
5/7/9	Electrical
5/7/9/11	Operations Research Analyst
5/7/9	Program Analyst
5/7/9	Public Utilities Specialist
5/7/9	Security Administration Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Headquarters Offices

Office of Inspector General
Department of Energy
Room 5D-031
1000 Independence Avenue, SW
Washington, DC 20585
(202) 586-4134

Headquarters Operations Division
Department of Energy
Room 4E-090
1000 Independence Avenue, SW
Washington, DC 20585
(202) 586-8536

Field Offices

Alaska Power Administration
Department of Energy
PO Box 020050
Juneau, AK 99802-0050
(907) 586-7405

Albuquerque Operations Office
Department of Energy
PO Box 5400
Albuquerque, NM 87115
(505) 846-7271

Bonneville Power Administration
Department of Energy
PO Box 3621
Portland, OR 97208
(503) 230-3483

Chicago Operations Office
Department of Energy
9800 South Cass Street
Argonne, IL 60439
(312) 972-2328

Idaho Operations Office
Department of Energy
785 DOE Place
Idaho Falls, ID 83402
(208) 526-1561

Morgantown Energy Technology Center
Department of Energy
PO Box 880
Morgantown, WV 26507-0880
(304) 291-4229

Nevada Operations Office
Department of Energy
PO Box 98518
Las Vegas, NV 89193-8518
(702) 295-1018

View of a two-billion-byte Cray-2 computer at the Lawrence Livermore National Laboratory.
Dept. of Energy Photo

Oak Ridge Operations Office
Department of Energy
PO Box E
Oak Ridge, TN 37831-8790
(615) 576-0658

Pittsburgh Energy Technology Center
Department of Energy
PO Box 10940
Pittsburgh, PA 15236
(412) 892-6223

Pittsburgh Naval Reactors Office
Department of Energy
PO Box 109
West Mifflin, PA 15122
(412) 476-7206

Richland Operations Office
Department of Energy
PO Box 550
Richland, WA 99352
(509) 376-7380

San Francisco Operations Office
Department of Energy
1333 Broadway
Oakland, CA 94612
(415) 273-4237

Savannah River Operations Office
Department of Energy
PO Box A
Aiken, SC 29801
(803) 725-3931

Schenectady Naval Reactors Office
Department of Energy
PO Box 1069
Schenectady, NY 12301
(518) 395-4204

Southeastern Power Administration
Department of Energy
Samuel Elbert Building
Elberton, GA 30635
(404) 283-9911

Southwestern Power Administration
PO Box Drawer 1619
Tulsa, OK 74101
(918) 581-7432

Western Area Power Administration
Department of Energy
PO Box 3402
Attn: A1200
Golden, CO 80401
(303) 231-1514

Environmental Protection Agency

401 M Street, SW
Washington, DC 20460

THE AGENCY

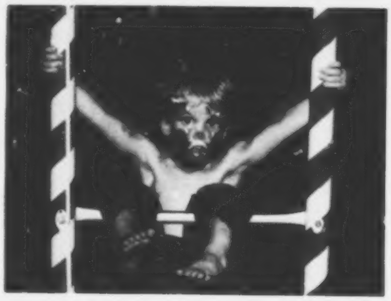
The mission of the Environmental Protection Agency (EPA) is to protect the health and welfare of the American people by preventing, abating and cleaning up pollution hazards. EPA is engaged in an all-out effort to:

- restore America's waters;
- reduce air pollution; and
- formulate a comprehensive approach to other environmental problems associated with manufacture, use and disposal of chemicals (including pesticides and other potentially hazardous substances); radiation; solid waste disposal; and cleaning up hazardous waste sites.

The Agency endeavors to accomplish its mission systematically by integrating research, monitoring, standard-setting and enforcement activities. Overall, EPA strives to formulate and implement policies which lead to a compatible balance between human activities and the ability of natural systems to support and nurture life.

EPA was created in 1970 through an executive reorganization plan devised to consolidate the Federal Government's environmental regulatory activities into a single agency. EPA is headed by an Administrator, who is supported by a Deputy Administrator, two Associate Administrators, nine Assistant Administrators, a General Counsel and the Inspector General.

There is also a strong field organization with Regional Offices in 10 major cities: Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco and Seattle. The 10 Regional Administrators cooperate closely with state and local governments to ensure that regional needs are considered and that the Federal environmental laws are properly implemented.



We want to leave him a beautiful world.
EPA Photo

EPA has four major research laboratories: Las Vegas, Nevada; Research Triangle Park, North Carolina; Cincinnati, Ohio; and Corvallis, Oregon. The Agency also operates several smaller laboratories throughout the country.

EPA Headquarters in Washington, DC, is the nerve center of the Agency and exercises management control over the Regional Offices, laboratories and other field components.

> *And in today already walks tomorrow.*
>
> Samuel Taylor Coleridge

EPA's professional workforce is young, idealistic, highly motivated, and dedicated to the ideal of a clean, unpolluted environment with mankind living in harmony with nature. A career with EPA is a commitment to a better future for this generation and for generations to come. What EPA does affects and benefits every American.

The problems EPA deals with are enormously complex from a technical, scientific and political standpoint. To accomplish its mission, EPA requires and earnestly solicits the contributions of outstanding college graduates including many with advanced degrees. The chart on the next page provides information on EPA's entry-level hiring patterns. The GS level varies with academic credentials and experience.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Headquarters Office

Recruitment Center
(PM–224)
Environmental Protection Agency
401 M Street, SW
Washington, DC 20460
1-800-338-1350 (Toll free)
(202) 382-3305

Regional Personnel Offices

Regional Personnel Office
Environmental Protection Agency
Room 2203
John F. Kennedy Building
Boston, MA 02203
(617) 565-3719

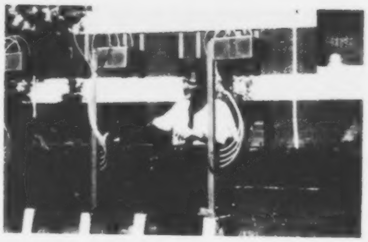
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Regional Personnel Office
Environmental Protection Agency
Room 937–C
26 Federal Plaza
New York, NY 10278
(212) 264-0016

(New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Personnel Office
Environmental Protection Agency
841 Chestnut Building
Philadelphia, PA 19107
(215) 597-9372

(Delaware, Maryland, Washington, DC, Pennsylvania, Virginia, West Virginia)



Air quality sampling.

EPA Photo

Regional Personnel Office
Environmental Protection Agency
345 Courtland Street, NE
Atlanta, GA 30365
(404) 347-3486

(Alabama, Florida, Georgia,
Kentucky, Mississippi,
Tennessee, North Carolina,
South Carolina)

At EPA laboratory analysis is crucial.

EPA Photo

Regional Personnel Office
Environmental Protection Agency
230 South Dearborn Street
Chicago, IL 60604
(312) 353-2026

(Illinois, Indiana,
Minnesota, Michigan, Ohio,
Wisconsin)

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Biological Sciences*	BS, MS, PhD	5/7/9/11	Biologist
Biological Sciences	BS, MS, PhD	5/7/9/11	Environmental Scientist Specialist
Biological Sciences	BS, MS, PhD	5/7/9/11	Microbiologist
Biological Sciences	BS, MS, PhD	5/7/9/11	Toxicologist
Chemistry	BS, MS, PhD	5/7/9/11	Chemist
Community Planning	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist
Economics	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist
Engineering			
Chemical	BS, MS, PhD	5/7/9/11	Chemical Engineer
Civil	BS, MS, PhD	5/7/9/11	Civil Engineer
Environmental	BS, MS, PhD	5/7/9/11	Environmental Engineer
Environmental Science	BS, MS, PhD	5/7/9/11	Environmental Scientist
Environmental Studies	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist
Geography	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist
Geology	BS, MS, PhD	5/7/9/11	Geologist
Geology	BS, MS, PhD	5/7/9/11	Hydrogeologist
Hydrology	BS, MS, PhD	5/7/9/11	Hydrologist
Pharmacology	BS, MS, PhD	5/7/9/11	Pharmacologist
Physical Science	BS, MS, PhD	5/7/9/11	Environmental Scientist
Political Science	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist
Public Administration	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist
Sociology	BA, MA, PhD	5/7/9/11	Environmental Protection Specialist

*Includes toxicology

Decontamination time at a toxic waste site.

EPA Photo

Regional Personnel Office
Environmental Protection Agency
1445 Ross Avenue
Dallas, TX 75202-2733
(214) 655-6560

(Arkansas, Louisiana, New
Mexico, Texas, Oklahoma)

Regional Personnel Office
Environmental Protection Agency
726 Minnesota Avenue
Kansas City, KS 66101
(913) 236-2821

(Iowa, Kansas, Missouri, Nebraska)

Regional Personnel Office
Environmental Protection Agency
One Denver Place
999 18th Street
Suite 500
Denver, CO 80202-2405
(303) 293-1487

(Colorado, Montana, North
Dakota, South Dakota, Utah)

Regional Personnel Office
Environmental Protection Agency
215 Fremont Street
San Francisco, CA 94105
(415) 974-8016

(Arizona, California, Nevada,
Hawaii, Guam, American
Samoa, Trust Territories,
Wake Island)

Regional Personnel Office
Environmental Protection Agency
M/S 301
1200 Sixth Avenue
Seattle, WA 98101
(206) 442-2959

(Idaho, Oregon, Washington,
Alaska)

best copy available

Equal Employment Opportunity Commission

1801 L Street, NW
Washington, DC 20507

THE COMMISSION

The **Equal Employment Opportunity Commission (EEOC)**, created by Title VII of the Civil Rights Act of 1964, prohibits employment discrimination based on race, color, religion, sex or national origin. EEOC has enforced Title VII since July 2, 1965. In 1979, the Commission received jurisdiction over the Age Discrimination in Employment Act of 1967, which protects persons over the age of 40, the Equal Pay Act and Section 501 of the Rehabilitation Act of 1973. Authority to litigate employment discrimination complaints was granted to EEOC in 1972. In 20 years, EEOC has seen the number of employment-related discrimination complaints rise from 8,800 to nearly 70,000 annually. Settlements and conciliations netted more than $500 million between 1982 and 1987. More than 1,700 legal actions have been filed in U.S. District Courts throughout the country since 1982. The Commission has successfully argued cases before the U.S. Courts of Appeals and the Supreme Court of the United States.

As the primary enforcement agency for equal employment opportunity laws, EEOC has adopted significant policies to ensure certainty and predictability of enforcement, to attain the fullest relief possible for victims of discrimination and to ensure timely and complete compliance with investigations by uncooperative respondents.

The Commission has five members and a General Counsel who are appointed by the President and confirmed by the U.S. Senate. The Chairman, designated by the President, is responsible for the administrative operations of the agency, including the implementation of policy and procedures established by the Commission to carry out the laws it enforces.

The **General Counsel** conducts all litigation in which the Commission is involved by means of direct suits, interventions and *amicus curiae* participation in private actions before District and Appellate Courts and the Supreme Court of the United States.

The **Office of Legal Counsel** provides legal advice to the Commission on nonenforcement litigation matters and carries out the Commission's leadership and coordination role for the Federal Government's EEOC enforcement programs.

The **Office of Program Operations** manages and directs EEOC's field offices, which receive and investigate charges of employment discrimination. Charges may be filed at any of the 50 EEOC field offices located throughout the country. The Office develops policy guidance for affirmative action programs of Federal agencies and provides hearings for Federal discrimination complainants.

> *Life is a series of collisions with the future; it is not a sum of what we have been but what we yearn to be.*
>
> Jose Ortega y Gasset

The **Office of Audit** conducts internal and external investigations or audits relating to the programs and operation of the Commission.

The **Office of Communications and Legislative Affairs** is the principal contact with members of Congress, the media, constituency groups and the public.

The **Office of Management** oversees all financial, resource and personnel matters of the Commission.

The **Office of Organizational Performances Services** provides training and quality assurance services for the Commission.

The **Office of Review and Appeals** is the appellate authority for Federal sector equal employment opportunity complaints.

Most positions in field offices are directly involved with investigative, conciliatory or legal activities arising from citizens' complaints alleging violations of equal employment opportunity laws. Most positions at EEOC Headquarters, located in Washington, DC, provide support for the Commission's enforcement program.

Major(s)	Degree(s)
Accounting	AAS, BS, MBA
All Majors	BA, BS
Business	MBA, MPA
Law	JD, LLB

GS Level(s)	Occupational Title(s)
9/11	Law Clerk/Attorney
5/7/9/11	Investigator
5/7/9/11/12	Equal Employment Opportunity Specialist
5/7/9	Accountant
4/5	Accounting Technician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

The EEOC offers legal internships. Applications may be filed at any time by second year law students.

FOR FURTHER INFORMATION CONTACT

For Employment Inquiries

Job Information Center
Personnel Management Services
Equal Employment Opportunity
Commission
1801 L Street, NW
Washington, DC 20507
(202) 663-4337

For Student Program Inquiries

Special Employment Program
Coordinator
Equal Employment Opportunity
Commission
1801 L Street, NW
Washington, DC 20507
(202) 663-4337

Executive Office of the President

725 17th Street, NW
Washington, DC 20503

THE EXECUTIVE OFFICE

The **Executive Office of the President (EOP)** consists of 15 Federal agencies that form the President's staff institution, providing day-to-day operational support directly for the President and the Vice President. The agencies perform many vital functions. They manage the budget, coordinate Administration positions on Congressional matters, manage the Presidential decision making process, help the President set priorities, monitor progress toward the President's objectives, resolve conflicts among line subordinates and assist in crisis management. The EOP agencies that employ people under regular Civil Service procedures are the Office of Management and Budget (OMB) and the Office of Administration (OA).

The **Office of Management and Budget** has responsibility for developing and supporting the President's budget and legislative program. OMB also has the lead responsibility for the Administration's management and regulatory reform efforts.

More than 90 percent of the OMB staff have career, rather than political, appointments. These professional analysts comprise an institutional memory that is dedicated to serving every President with the same "neutral competence." Most professionals hired at OMB have graduate degrees in public or business administration, economics, law or a related field.

The **Office of Administration** provides common administrative support and services to all units within the EOP. These include providing personnel and financial management services; data processing support; library, records and information services and office services and operations.

While the majority of OA employees perform support staff functions, OA does hire Computer Specialists, Accountants and Librarians with education in appropriate fields.

The Executive Office of the President offers to its employees the unique opportunity to work with the highest level of government officials and to attend special White House events while enjoying the many benefits of Federal employment.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Director of Personnel
Office of Administration
Executive Office of the President
725 17th Street NW
Washington, DC 20503
(202) 395-3765

Office of Management and Budget

Major(s)	Degree(s)
Business	MA, MS, MBA, PhD
Economics	MA, MS, PhD
Public Administration	MA, MS, MPA, PhD
Public Policy	MA, MS, MPA, PhD
Statistics	MA, MS, PhD

GS Level(s)	Occupational Title(s)
9/12	Budget Examiner
9/12	Policy Analyst
9/12	Economist
9/12	Management Analyst
9/12	Legislative Analyst

Office of Administration

Major(s)	Degree(s)
Accounting	BS, MBA
Computer Science	BS, BA, MS
Library Science	MLS

GS Level(s)	Occupational Title(s)
5/7	Accountant/ Accounting Technician
9	Librarian and Specialties
5/7/9	Computer Systems Analyst
5/7/9	Computer Specialist

Export-Import Bank of the United States

811 Vermont Avenue, NW
Washington, DC 20571

THE BANK

Major(s)	Degree(s)	Level(s)	Occupational Title(s)
Accounting	BS	5/7	Accountant
Business	BA, MBA	5/7/9	Loan Officer
Computer Science	BS, MS	5/7/9	Computer Programmer
Economics	MA, MA	5/7/9	Economist
Finance	BA, MBA	5/7/9	Loan Officer

The **Export-Import Bank (Eximbank)** is the independent U.S. Government agency that facilitates the export financing of U.S. goods and services. It supplements and encourages but does not compete with commercial financing. By neutralizing the effect of export credit subsidies from other governments and by absorbing risks that the private sector will not accept, Eximbank enables U.S. exporters to compete fairly in overseas markets on the basis of price, performance, delivery and services. To achieve its export finance mission, Eximbank has authority to provide loans, guarantees and insurance.

The Bank's policies are coordinated with overall U.S. government foreign and economic policy objectives. Eximbank does not normally support sales of goods and services for military use, or sales to most Marxist-Leninist countries. To be eligible for Eximbank's support, goods or services exported must be at least 50 percent U.S. content.

Eximbank was founded in 1934 to stimulate foreign trade during the Great Depression. During its history, Eximbank has supported more than $193 billion in U.S. exports, creating and sustaining literally millions of American jobs.

Over the years, Eximbank has enabled U.S. companies to market new products, such as computerized axial tomography scanners, and new technologies, such as satellite communications, that commercial lenders could not finance on their own. Eximbank has helped new exporters break into foreign markets and has helped established exporters to sustain their overseas markets in the midst of international financial uncertainties and intense foreign competition. Through international negotiation, it has reduced subsidies in official export financing.

Eximbank has developed a full range of flexible programs to meet the varied financing needs of U.S. exporters and their customers. Some transactions qualify for assistance under more than one Eximbank program.

Eximbank has redesigned and streamlined its loan, guarantee and insurance programs to make them more accessible, especially to the small and medium-sized businesses with the greatest potential for increasing U.S. exports and improving the balance of trade. The Bank also is working with cities and states on a program to educate local officials about trade assistance available from the U.S. Government.

Eximbank programs have been used by U.S. exporters in 49 states, the District of Columbia, Puerto Rico and the Virgin Islands. Through the Bank Certification Program and innovative marketing outreach programs such as a trade association calling program, Eximbank has built effective networks of intermediaries that can bring Eximbank programs to small and medium-sized exporters and potential exporters throughout the United States.

Eximbank's Board of Directors is made up of five full-time members appointed for four-year terms by the President of the United States with the advice and consent of the U.S. Senate. In addition, the Secretary of Commerce and the U.S. Trade Representative serve as ex officio, non-voting members. The Board of Directors is responsible for the Bank's activities and policies, approving support for individual transactions and designating the officers of the Bank and prescribing their duties.

Eximbank's organizational structure is designed to provide easy access to and administration of its programs. The Bank's main operations divisions are under the oversight of the Export-Finance Group.

The four foreign geographic area divisions—Asia, Europe and Canada, Latin America and Africa and Middle East—are responsible for managing, administering and coordinating the Bank's medium-term and long-term international lending and guarantee activities. In these divisions, loan officers expedite requests for assistance, perform financial analyses and maintain contact with other participant countries in the Organization for Economic Development export credit consensus. Engineers evaluate the engineering feasibility of proposed projects or products and monitor progress.

The remaining operations divisions are responsible for loans, guarantees, insurance, claims and recoveries. The United States Division is responsible for loans and guarantees to U.S. borrowers, specifically the Working Capital Guarantee Program and transactions approved under Section 1912 of the

Bank's 1978 legislation. Section 1912 allows Eximbank to help an American company compete for a domestic sale against a foreign firm backed by unfairly subsidized financing from a foreign export credit agency. The Insurance Division is responsible for the Bank's export credit insurance programs that are administered by the Foreign Credit Insurance Association. The Claims and Recoveries Division is responsible for processing and recovering claim payments made by Eximbank under its insurance and guarantee programs and actions taken in handling defaults under the Bank's loan programs. Although not part of the Export-Finance Group, the Marketing and Program Development Division provides Eximbank with valuable exposure through its work with state export promotion agencies, trade associations and other intermediaries and concentration on the development of new programs.

Most employees find it stimulating and rewarding to work in Washington, DC, the heart of the nation's political and diplomatic activities. Because of the prestige associated with working at Eximbank, competition for jobs is keen.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Director
Export-Import Bank of the United States
811 Vermont Avenue, NW
Washington, DC 20571
(202) 566–8834

Farm Credit Administration

1501 Farm Credit Drive
McLean, VA 22102-5090

THE ADMINISTRATION

The **Farm Credit Administration (FCA)** is the Federal financial regulator of the cooperative Farm Credit System. The System is comprised of 37 banks and nearly 400 local credit associations which provide loan funds to farmers and ranchers and their cooperatives through the sale of securities to investors in the nation's capital markets.

The mission of the FCA is to ensure the safety and soundness of the Farm Credit System through regulation and examination of its banks, associations and service organizations. The FCA Headquarters is in McLean, Virginia. There are 10 field offices strategically located to facilitate on-site examinations. Field offices are in Albany, Atlanta, Louisville, St. Louis, Bloomington, Omaha, Oklahoma City, Irving, Sacramento and Spokane. Personal and professional growth for employees is encouraged through the agency's excellent training and educational programs.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS, BA, MS, MBA	5/7	Credit Examiner
Agribusiness Management	BS, BA, MS, MBA	5/7	Credit Examiner
Agricultural Economics	BS, BA, MS, MBA	5/7	Credit Examiner
Agricultural Finance (or related courses)	BS, BA, MS, MBA	5/7	Credit Examiner
Banking	BS, BA, MS, MBA	5/7	Credit Examiner
Business Administration	BS, BA, MS, MBA	5/7	Credit Examiner
Credit	BS, BA, MS, MBA	5/7	Credit Examiner
Finance	BS, BA, MS, MBA	5/7	Credit Examiner

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Human Resources Division
Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090
1-800-556-8870 (Toll free)

Federal Communications Commission

1919 M Street, NW
Washington, DC 20554

THE COMMISSION

The **Federal Communications Commission (FCC)** is an independent Government agency, reporting directly to Congress, responsible for regulating interstate and foreign communications by radio, television, wire and cable. It is intimately involved in every phase of international and domestic electronic communications. In its regulation of one of the life-blood industries of the nation, the FCC covers a staggering range of activities. In its regulation of broadcasting, the FCC has jurisdiction over AM and FM radio, VHF and UHF television and cable television. The Commission regulates landline common carriers, as well as radio common carriers, which include land mobile radio, microwave and communications satellites. It also supervises use of the radio spectrum by industry, commerce, marine, aviation, public safety and personal radio services. In international matters, the FCC is responsible for domestic administration of the telecommunications provisions of treaties and international agreements.

The Federal Communications Commission employs approximately 1,900 workers in the nation's Capital and in 45 field offices throughout the United States and Puerto Rico. Most of the entry positions are located at Headquarters in Washington, DC.

The Commission offers many career opportunities to college students interested in regulatory work involving major fields of communication. Positions of interest at the FCC are Electronic Engineer (radio and wire communications), Attorney (administrative, quasi-judicial and quasi-legislative matters), Economist (public utilities and related economics), Accountant and Computer Specialist.

Cable TV regulations require FCC Engineers to be "state-of-the-art" ready.

FCC Photo

Major(s)	**Degree(s)**
Engineering	BSEE
Law	LLB, JD

GS Level(s)	**Occupational Title(s)**
5/7	Electronics Engineer
11	Attorney-Advisor
9/11	Law-Clerk Trainee

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Associate Managing Director
Human Resources Management
Federal Communications
Commission
1919 M Street, NW
Room 212
Washington, DC 20554
(202) 632-7106

Federal Deposit Insurance Corporation

550 17th Street, NW
Washington, DC 20429

THE CORPORATION

The **Federal Deposit Insurance Corporation (FDIC)** has served as an integral part of the nation's financial system for more than 50 years. Established by the Banking Act of 1933, at the height of the most severe banking crisis in the nation's history, its immediate contribution was the restoration of public confidence in banks.

While the agency has grown and modified its operations in response to changing economic conditions and shifts in the banking environment, the mission of the FDIC over the past five decades has remained unchanged: to insure bank deposits and to reduce the economic disruptions caused by bank failures. Unlike most Federal agencies, FDIC does not receive funds from the U.S. Congress. The Corporation's income is generated primarily by regular assessments that banks pay for insurance and by FDIC's earnings from investments.

Since FDIC is not subject to the budgetary and funding restrictions applicable to most Federal agencies, it has greater latitude in setting pay and offering benefits to its employees. FDIC's salary and benefit policies are subject to frequent review to ensure that they remain competitive with both the public and private sectors.

Historically, most of FDIC's resources have been devoted to the process of bank examination. On the average, 40 percent of the Corporation's staff is comprised of Bank Examiners organizationally assigned to the Division of Bank Supervision. Working in teams, these Examiners seek to determine the financial condition of a bank, the adequacy of its internal procedures and the character of its management. Once their review is completed, Examiners discuss findings with bank management and make appropriate recommendations.

> *The United States is the greatest nation in the world because we fulfill that mission of greatness, one person at a time, as individuals dedicated to serving our country.*
>
> President George Bush

The Corporation typically concentrates its hiring of Bank Examiners at the GG-5 trainee level. It recruits college graduates who have the appropriate academic training and/or banking experience and a personal interest in banking and finance. Individuals possessing at least bachelor's degrees with college coursework including a minimum of 24 semester hours or equivalent in business administration, finance, economics or accounting courses with at least six semester hours or nine quarter hours in accounting courses, are considered qualified. Applicants for these positions must be willing to travel extensively and be available for relocation. Most Bank Examiners are assigned to Regional Offices situated around the country. Each Region has a number of Field Offices to coordinate on-site examinations.

FDIC offers an attractive starting salary and an excellent fringe benefits package to its Bank Examiner Trainees. Advancement opportunities are good. The Corporation also provides intensive on-the-job training and offers an extensive educational program. This program includes formal classroom training conducted by the Corporation, correspondence courses and sessions at resident schools of banking located on the campuses of some of the nation's leading universities.

The **Division of Liquidation** carries out FDIC's responsibilities in its role as the receiver of failed banks, which includes the payoff of insured depositors and the liquidation of failed bank assets. In order to qualify as a Bank Liquidation Specialist, an individual must generally possess a combination of academic training and work experience similar to that required for Bank Examiner positions, and be willing to travel. To a large extent, hiring for these positions depends on the number of bank failures occurring in any given period of time. To avoid maintaining an unnecessarily large permanent staff, FDIC appoints many employees on a temporary basis. The Corporation often fills its permanent Bank Liquidation Specialist positions with former temporary employees. Consequently, college recruitment for these positions is minimal, since FDIC cannot predict what its needs will be from year to year.

FDIC's bank supervision and liquidation functions normally require considerable legal support services. The **Legal Division** advises the FDIC's Board of Directors and other Divisions on matters involving bank operations, legislation and litigation concerning banking regulations liability, bankruptcy and liquidation. The Honors Program for law school graduates is a major source of entry-level Attorney recruitment. Applicants are appointed as Law Clerks at the GG-11 grade level if they have not yet been admitted to a Bar. Membership must be within 14 months to continue employment. Upon Bar admission and satisfactory performance in the Program, an appointee is reclassified as an Attorney with permanent status. The Program's assignments are normally in Washington, DC, with periodic field assignments. Permanent Attorney positions are located in Washington, DC, and the Regional Offices.

In support of the Attorney staff, Paralegal Specialists, GG-5 and 7, provide a variety of legal assistance including legal research and analysis. These positions require bachelor's degrees in any major (e.g. sociology, history, mathematics) and/or paralegal experience. These positions are located in Washington, DC, and the Regional Offices.

While the above four occupational areas constitute the greatest proportion of Corporation recruitment activity, FDIC hires entry-level staff in other professional categories closely related to business, accounting, finance and computer science.

Major(s)	Degree(s)
Accounting	BA, MBA
All Majors	BA, BS, Paralegal Certificate
Business Administration	BA, MBA
Economics	BA, MBA
Finance	BA, MBA
Law	LLB, JD
Marketing	BA, MBA

GG Level(s)*	Occupational Titles
5/7	Bank Examiner Trainee
11	Law Clerk, Attorney
5/7	Paralegal Specialist
5/7	Bank Liquidation Specialist

*GG=General Graded

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Under FDIC's Cooperative Education Program, opportunities exist only in the Washington, DC, area and only for baccalaureate computer science majors.

FOR FURTHER INFORMATION CONTACT

Director of Personnel
Federal Deposit Insurance
Corporation
550 17th Street, NW
Washington, DC 20429

For Bank Examiner Trainee Inquiries

(202) 898-3899

For All Other Position Inquiries

(202) 898-3853/3854

Federal Emergency Management Agency

Federal Center Plaza
500 C Street, SW
Washington, DC 20472

THE AGENCY

There will always be emergencies. Planning for them, responding to them and recovering from them are responsibilities shared by Federal, state and local governments and the private sector. The **Federal Emergency Management Agency (FEMA)** is the central point of contact within the Federal Government for a wide range of emergency management activities in both peace and war. The Agency is dedicated to working closely with members of the emergency management community to improve the nation's preparedness and increase its ability to respond to emergencies of all types. The Federal Emergency Management Agency is a supportive partner to the public and private organizations and groups that contribute to emergency management. Most life and property threatening emergencies are dealt with at the state and local levels. FEMA supports these efforts by providing resources and guidance and by always being ready to respond when demand exceeds local capabilities. Through the coordination of planning and preparedness activities and the provision of financial and technical support, FEMA provides the vital ingredients for an effective national emergency management system—a system that spans the spectrum of emergencies from natural disasters to nuclear war, extending through all levels of government and the private sector.

FEMA Facts

- FEMA was established in 1979 as the result of a Presidential reorganization consolidating the Defense Civil Preparedness Agency, Federal Disaster Assistance Administration, Federal Preparedness Agency, Federal Insurance Administration and the United States Fire Administration. FEMA is an independent agency which reports directly to the President and Congress.
- The Presidential reorganization transferred other closely allied functions to FEMA including weather emergency community awareness programs, the Earthquake Hazards Reduction Program, the Dam Safety Program, coordination of emergency warning, Federal response to civil emergencies and administration of civil defense in the United States.
- In addition to the Headquarters Office, FEMA has 10 Regional Offices geographically located in metropolitan areas across the United States. FEMA also promotes the professional development of the nation's emergency managers through its National Emergency Training Center located in Emmitsburg, Maryland.

FEMA Management Intern Program

- Two-year career internship program of rotational assignments with frequent travel
- Classroom and extensive on-the-job training
- Career ladder for successful performers to GS–12
- Entry at GS–5/7 based on education and experience

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Headquarters, Operations Division
Office of Personnel, Room 816
Federal Emergency Management
Agency
500 C Street, SW
Washington, DC 20472
(202) 646-4040

Responding to catastrophic natural and man-made disasters.

FEMA Photo

Major(s)	Degree(s)	Level(s)	Occupational Title(s)
Accounting	BA, MA	5/7/9	Budget Analyst/Accountant/ Auditor
Actuarial Science	AA, BA, MA	5/7/9	Insurance Specialist
Adult Education and Training	BA, MEd	5/7/9	Education Specialist
Business Administration	BA, MBA	5/7/9	Procurement Analyst/ Contract or Personnel Specialist/Emergency Management Specialist
Computer Science	BA, MS	5/7/9	Computer Programmer/ Systems Analyst
Criminal Studies	BA, MA	5/7/9	Criminal Investigator
Engineering	BS, MS	5/7/9	Engineer
Civil	BS, MS	5/7/9	Civil Engineer
Electronics	BS, MS	5/7/9	Electronics Engineer
Finance	BA, MA	5/7/9	Budget Analyst/Financial Specialist
Law	LLB	11/12	Attorney
Military Science	BA, MA	5/7/9	Emergency Management Specialist/Planning Specialist/Operations Specialist
Public Administration	BA, MPA	5/7/9	Emergency Management Specialist
Secretarial (Clerical)	AA, BA	5/6/7/8 9	Secretary/Clerk/Typist
Urban Planning	BA, MA	5/7/9	Planning Specialist/ Emergency Management Specialist

Most of the listed positions, with the exception of Secretary/Clerk/ Typist, have promotion potential to GS-12.

FEMA provides timely information regarding the status of impending emergencies.

NOAA/NWS Photo

FEMA has an automatic recorded message of current job opportunities. The recording provides general information as well as the position title, grade, duty station, vacancy announcement number and closing date for each vacancy. This system also accepts messages from callers requesting that vacancy announcements be sent to their home addresses. This system is intended for use by outside applicants as well as FEMA employees. Applicants are always welcome to visit FEMA's Personnel Office in Washington, DC. However, when a personal visit is inconvenient, applicants should call (202) 646-4041 to learn about current FEMA job opportunities. This system operates 24 hours a day, seven days a week.

Federal Maritime Commission

1100 L Street, NW
Washington, DC 20573-0001

THE COMMISSION

Whenever liner ships carry goods to and from American ports, they are working under guidelines developed for the shipping industry by the **Federal Maritime Commission (FMC)**.

The Commission regulates American and foreign-flag ocean carriers calling at American ports, as well as freight forwarders and ocean terminal operators who participate in American ocean commerce.

The Presidentially appointed Commissioners rely on a staff of professional and technical experts for support as they make decisions regulating ocean-borne transport. The professional staff is made up of Attorneys, Transportation Specialists, Economists, Accountants and Investigators who are employed in the Headquarters Office in Washington, DC. Investigators also staff District Offices in: Los Angeles, San Francisco, Houston, Miami, New Orleans, New York, and Hato Rey, Puerto Rico.

Attorneys at the Federal Maritime Commission may be assigned to the Office of the General Counsel or to the Bureau of Hearing Counsel. They may do legal research and analysis, supervise Junior Attorneys, handle administrative cases before Commission Administrative Law Judges and argue cases before the Commissioners.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS	5/7	General Investigator
Business	BS, MBA	5/7	Transportation Specialist
Economics	BS	5/7	Industry Economist
Law	JD, LLB, LLM plus Bar membership	9/11	Attorney

Another major group of professionals includes those whose college majors are in transportation, business administration, accounting or economics. These staff members analyze practices of the shipping industry to determine whether the carriers are complying with the law, whether rates tend to be discriminatory or otherwise unlawful and whether they should recommend corrective action by the Commission.

College-trained employees also work in accounting and auditing, analyzing financial statements or auditing the books of the companies under the jurisdiction of the Commission. Other college graduates are Investigators who are called upon to investigate possible violations of U.S. shipping laws or regulations of the Federal Maritime Commission.

The main interest of Federal Maritime Commission employees is to promote fairness and cooperation among the industries subject to FMC regulation.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Superior Academic Achievement persons who have completed all the requirements for, or are candidates for bachelor's degrees from accredited colleges or universities and are within nine months of graduation (with the appropriate major or course credits, if required) may be eligible for GS-7 ratings provided they:

- rank in the upper third of their college or university classes or major subdivisions;
- have grade point averages of B (2.9 of a possible 4.0) or better;
- have grade point averages of B+ (3.5) or better in their major fields; or
- are members of any of the acceptable national honorary scholastic societies.

FOR FURTHER INFORMATION CONTACT

Director of Personnel
Federal Maritime Commission
1100 L Street, NW
Room 10103
Washington, DC 20573-0001
(202) 523-5773

THRIFT
SAVINGS
PLAN

Federal Retirement Thrift Investment Board

805 15th Street, NW
Washington, DC 20005

THE BOARD

The **Federal Retirement Thrift Investment Board** is an independent Government agency, which operates the Thrift Savings Plan (TSP), a retirement savings and investment plan for Federal employees. The Board's sole purpose is to operate the TSP for the benefit of the participants and their beneficiaries. Investments in the Plan and earnings on those investments cannot be used for any other purpose.

The chief executive officer of the Board, the Executive Director, is appointed by the five members of the Board, who serve part-time and are appointed by the President with the advice and consent of the Senate. The members of the Board are responsible for the policies of the agency. The Executive Director is responsible for the investment and management of the Thrift Savings Plan Fund and for the administration of the Board in accordance with the policies established by its members.

The Thrift Savings Plan

Congress authorized the Thrift Savings Plan in the Federal Employees' Retirement System Act of 1986 to provide Federal employees the same savings and tax benefits that many private corporations offer their employees.

Benefits of the Thrift Savings Plan are different from the annuity of the Civil Service Retirement System (CSRS) and the basic annuity portion of the Federal Employees' Retirement System (FERS). The Thrift Savings Plan is a defined contribution plan. That is, it specifies how much an employer and an employee may contribute to the employee's account. Retirement benefits depend on how much is contributed and the earnings on the contributions. It contrasts with a defined benefit plan, which specifies the benefits the employee is to receive, usually based on years of service and salary. The CSRS and the basic annuity portion of the FERS are defined benefit plans. Contributions to employees' TSP accounts are separate from their contributions to CSRS or FERS.

The Plan offers both FERS and CSRS employees tax deferral advantages similar to those of the well-known Individual Retirement Account (IRA). Although the 1986 tax law reduced the benefits of IRAs for many employees, the Plan gives all Federal employees the chance to set money aside for retirement and reduce their current tax bills.

FERS employees receive automatic contributions from their agencies as well as matching contributions according to the amounts they save each pay period. FERS employees also have a choice of three Plan investment funds.

FERS is interested in hiring candidates from diverse academic backgrounds and professions.

Major(s)	**Degree(s)**
Accounting	BA, MBA
Business Administration	BA, MBA
Communications	BA, MA
Computer Science	BA, MBA
Economics	BA, MA
Finance	BA, MBA
Law	LLB, JD
Liberal Arts	BA
Marketing	BA, MBA

GS Level(s)	**Occupational Title(s)**
7/12	Accountant
7/12	Computer Specialist
7/12	Financial Program Analyst
7/12	Management Analyst
7/12	Program Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.)*

FOR FURTHER INFORMATION CONTACT

Personnel Officer
Federal Retirement Thrift
Investment Board
805 15th Street, NW
Washington, DC 20005
(202) 523-8028

Federal Trade Commission

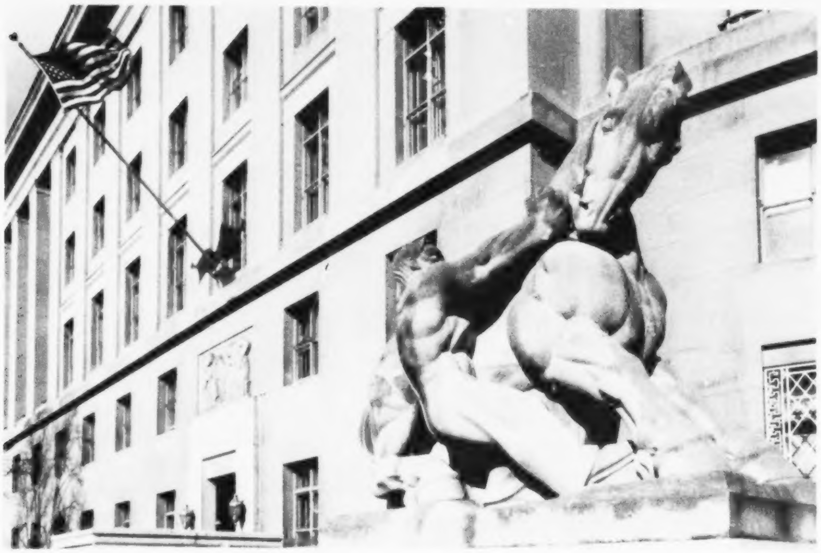
Sixth and Pennsylvania Avenue, NW
Washington, DC 20580

THE COMMISSION

Since its creation in 1914, the **Federal Trade Commission (FTC)** has served as the protector of the consumer and guardian of the free enterprise system. The Commission has responsibilities that touch on virtually every aspect of the nation's economy. The goal is to preserve a free marketplace where healthy and vigorous competition provides consumers with the types of goods and services they want at the lowest possible price. The FTC faces problems of national scope and needs talented, motivated and concerned graduates who have a desire to work in a unique and challenging environment. Although FTC is small, with approximately 1,100 employees, the mission is large and the actions of the Commission are far-reaching.

The Commission needs individuals at varying degree levels and with diverse academic backgrounds and skills who are interested in working with a highly skilled and respected legal, economic and managerial staff. Interesting and challenging opportunities for career growth and development are available for graduates with degrees in law, economics, accounting, computer science, secretarial science, finance, business and other fields. The Commission offers a highly selective program in the administrative field for graduates with more generalized academic backgrounds and for those individuals pursuing certificates or degrees in secretarial science. In addition to the specific Bureaus described, employment opportunities also exist at the 10 Regional Offices.

Excellent opportunities await highly qualified law school graduates who are interested in careers as Attorneys in the specialized fields of trade regulation and antitrust law. Opportunities are also available for those with advanced degrees in economics, particularly in the micro-economic fields of law and economics, industrial organization and regulation.



One of two statues located at the entrance of the FTC building depicts a man and his horse, symbolic of "Man Controlling Trade," by Michael Lantz, 1942. Ronald Bell Photo

The Commission is at the forefront in the field of consumer protection. The **Bureau of Consumer Protection** has broad responsibility for enforcing laws which aim to eliminate unfair and deceptive acts and practices in interstate commerce. The Bureau pursues false or deceptive advertising claims, enforces a variety of credit statutes, monitors and regulates industries that provide various consumer services and investigates deceptive product claims, fraudulent marketing techniques, warranty misrepresentations and similar practices.

A second major area of FTC activity is enforcement of the antitrust laws. The **Bureau of Competition**, the FTC's antitrust arm, is responsible for investigating and prosecuting "unfair methods of competition." The Commission takes legal action against price fixing, economic boycotts, anticompetitive corporate mergers and other acts which threaten the integrity of the free market economic system. The antitrust laws are enforced by the FTC and the Department of Justice.

The Commission's **Bureau of Economics** has unique authority to explore economic problems in depth. Economists conduct studies which support the law enforcement missions of the Commission and provide the President, Congress and the general public with valuable insight into the workings of the American industrial economy.

In addition to the Headquarters Office, in Washington, DC, the FTC has Regional Offices in Atlanta, Boston, Chicago, Cleveland, Dallas, Denver, Los Angeles, New York, San Francisco and Seattle. The 10 Regional Offices are responsible for the enforcement of both competition and consumer protection laws.

Major(s)	Degree(s)
Accounting	AAS, BS, MS
Law	JD, LLB
Business Administration	BS, MBA
Computer Science	AAS, BS
Economics	BA, MA, PhD
English	BA
Journalism	BA
Management	BS, MBA
Paralegal Studies	Certificate, BS
Political Science	BA, MA
Public Administration	BA, MA
Secretarial Science	Certificate, AAS, BS

GS Level(s)	Occupational Title(s)
11/15	Attorney/Law Clerk
4/8	Accounting Technician
7/14	Accountant
5/8	Administrative Operations Assistant
9/12	Budget Analyst
7/12	Computer Programmer/ Computer Support Specialist
5/8	Contact Representative
11/15	Economist
5/11	Editorial Assistant/ Specialist
5/13	Investigator (FTC)
5/7	Legal Technician
7/11	Paralegal Specialist
7/12	Personnel Management Specialist
5/11	Program Analyst
4/7	Secretary

Permanent, temporary, full-time and part-time positions are available in the occupational titles listed above.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

The FTC offers the following student programs in addition to those described in the Directory section mentioned above:

- Internships—Legal and economics internships are available throughout the year as well as during summer months. Qualifications vary and depend on the area and level of academic background.
- Economic Fellows—This is a continuing program. Positions are located in the FTC's Bureau of Economics and are available for up to four years. The program seeks to enhance the FTC's interchange with the economics community and with industries subject to the agency's jurisdiction.

FOR FURTHER INFORMATION CONTACT

For Employment and Student Work Opportunities in Washington, DC, Contact:

Division of Personnel
Federal Trade Commission
Room 151
Sixth and Pennsylvania Avenue, NW
Washington, DC 20580
(202) 326-2020

For Employment and Student Work Opportunities in the Regional Offices, Contact the Administrative Operations Assistant in Each Region:

Atlanta Regional Office
Federal Trade Commission
1718 Peachtree Street, NW
Room 1000
Atlanta, GA 30367
(404) 347-4836

Boston Regional Office
Federal Trade Commission
10 Causeway Street
Room 1184
Boston, MA 02222-1073
(617) 723-6344

Chicago Regional Office
Federal Trade Commission
55 East Monroe Street
Suite 1437
Chicago, IL 60603
(312) 353-4423

Cleveland Regional Office
Federal Trade Commission
668 Euclid Avenue
Suite 520-A
Cleveland, OH 44114
(216) 522-4210

Dallas Regional Office
Federal Trade Commission
100 North Central Expressway
Suite 500
Dallas, TX 75201
(214) 767-5503

Denver Regional Office
Federal Trade Commission
1405 Curtis Street
Suite 2900
Denver, CO 80202-2393
(303) 844-2271

Los Angeles Regional Office
Federal Trade Commission
11000 Wilshire Boulevard
Suite 13209
Los Angeles, CA 90024
(213) 209-7890

New York Regional Office
Federal Trade Commission
26 Federal Plaza
New York, NY 10278
(212) 264-1207

San Francisco Regional Office
Federal Trade Commission
901 Market Street
Suite 570
San Francisco, CA 94103
(415) 995-5220

Seattle Regional Office
Federal Trade Commission
2806 Federal Building
915 Second Avenue
Seattle, WA 98174
(206) 442-4656

General Accounting Office

441 G Street, NW
Washington, DC 20548

THE OFFICE

The **General Accounting Office (GAO)**, headed by the Comptroller General of the United States, was created by the Congress in 1921 as an independent, nonpartisan agency to assist in Congressional oversight of the Executive Branch of the Federal Government. GAO's mission is to investigate matters relating to the receipt, disbursement and application of public funds and to make recommendations leading to greater economy and efficiency in public expenditures. GAO's job is as large and as diverse as the Federal budget itself. It reaches into virtually all aspects of society and the economy. Based on its work, GAO issues reports to the Congress and Federal agencies, testifies before Congressional committees, provides written comments on proposed legislation and supports Congress in many other ways.

> *Long-range planning does not deal with future decisions, but with the future of present decisions.*
>
> Peter Drucker

GAO has three purposes: First, to assist the Congress, its committees and its members, in carrying out legislative and oversight responsibilities consistent with the agency's independent, nonpolitical role. Second, to audit and to evaluate the programs, activities and financial operations of Federal departments and agencies and recommend more efficient and effective operations. Third, to carry out financial control and other functions with respect to Federal Government programs and operations including accounting, legal opinions and settlement of claims.

One of GAO's strengths is its ability to go where the problems, contractors, or recipients of Federal funds are located, examine source documents, and talk to the people directly involved.

GAO Photo

GAO employs approximately 5,000 people. Half of the GAO staff works in its Headquarters and elsewhere in the Washington, DC, area at resident audit sites. The other half works across the United States and around the world. GAO Regional Offices are located in Atlanta, Boston, Chicago, Cincinnati, Dallas, Denver, Detroit, Kansas City, Los Angeles, New York, Norfolk, Philadelphia, San Francisco and Seattle. GAO also has branch offices in Honolulu, and in Frankfurt, West Germany.

GAO's salaries are comparable to those of other Federal agencies. Special pay rates have been established for both the Accountant and Computer Scientist occupational series for comparability with private industry. Inquiries concerning current salary rates should be directed to GAO's Office of Recruitment.

Evaluators, who comprise the largest occupational group, work in all of GAO's Program Divisions and Regional Offices. They examine the effectiveness of existing or proposed Federal programs and the efficiency, economy, legality and effectiveness with which Federal agencies carry out their responsibilities. They plan and evaluate broad, multi-agency programs and also evaluate the internal operations of individual agencies. These evaluations culminate in reports to the Congress and heads of Federal agencies. Such reports typically include recommendations to the Congress concerning the need for legislation and to agencies concerning the need for changes in programs or operations.

Accountants in the **Accounting and Financial Management Division (AFMD)** audit financial statements, evaluate internal audit organizations, audit accounting systems, develop and interpret accounting and auditing policy and evaluate budget policy. AFMD provides initiatives for improving financial management in the Federal Government.

Computer Scientists in the **Information Management and Technology Division (IMTEC)** evaluate automatic data processing (ADP) acquisitions, systems operations and information resource management programs in Federal agencies. They review proposed and operational data processing systems, analyzing hardware and software requirements and architecture and computer utilization. They assess development of new fields of computer science research or problems arising from use of digital computers within the Federal service. In addition, Computer Scientists conduct acquisition and operational reviews of complex telecommunication/ADP systems.

Major(s)	**Degree(s)**
Accounting	BS, MS
Business Administration	BS, MBA
Computer Science	BS, MS
Economics	BS, MS
Finance	BS, MS
Management Information Systems	BS, MS
Political Science	BA, MA
Public Administration	BA, MPA
Social Science	BA, MA

GS Level(s)	**Occupational Title(s)**
7/9	GAO Evaluator
7/9	Accountant
7/9	Computer Scientist

GAO Evaluator positions are available in all 14 Regional Offices and Headquarters. Accountants and Computer Scientists are assigned only to AFMD and IMTEC, respectively. AFMD and IMTEC are two of seven GAO operating divisions in Headquarters. GAO's workforce also includes Program and Management Analysts, Economists, Attorneys, Writer-Editors and Social Scientists.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Recruitment
General Accounting Office
Room 4043-OD
441 G Street, NW
Washington, DC 20548
(202) 275-6092

GAO's success is predicated on highly skilled and motivated employees. Dedicated to maintaining a high caliber staff, GAO seeks to attract professionals through biannual college recruiting.

Students interested in learning more about GAO should contact their college placement offices to arrange interviews with GAO campus recruiters. To learn more about career opportunities nationwide, contact GAO directly. U.S. citizenship is required.

General Services Administration

18th and F Streets, NW
Washington, DC 20405

THE ADMINISTRATION

Students who have invested in college education want to work where their talents can be tested and their abilities enhanced. They want to be challenged and they want to grow. GSA would like to talk to such students. GSA is the **General Services Administration**.

GSA is a big company. If it were listed on the Fortune 500, it would rank number 55. It is the government's business manager. It manages a $5.7 billion budget for building operations which includes purchasing, leasing, and maintaining a vast real estate inventory. It purchases almost $745 million in goods and services annually. It spends $700 million a year on telecommunications. It touches nearly every segment of the American economy, and it affects the working life of every Federal employee.

GSA is the government's chief buildings planner, developer, owner and manager. Its **Public Buildings Service (PBS)** is exploring new ways of making government space more productive and more efficient, focusing on creating intelligently designed, attractive, efficient, people-oriented working environments throughout government.

GSA is the government's computer and telecommunications expert. Its **Information Resources Management Service** puts state-of-the-art technologies to work on Federal needs. It advises agencies on software development and procurement, and it is introducing the world's most advanced telecommunications technologies for the new FTS 2000 system.

GSA buys the items and services the government uses, from trucks to pencils to computer systems. The agency's **Federal Supply Service** contracts with private companies to supply the products and services used by the Federal government around the world. Purchases amount to nearly $1.7 billion a year. GSA is exploring new ways of delivering those products and services at the lowest cost to the taxpayer, and it is putting the best ideas to work.

GSA markets properties the government no longer needs. Its **Federal Property Resources Service** sells millions of dollars worth of real estate each year. Its responsibilities are critical to the safety and well-being of the country.

GSA is headquartered in Washington, DC. The agency also maintains Regional Offices throughout the country in New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, San Francisco and Washington, DC. It also maintains more than 200 field locations.

At GSA, clearly defined career ladders promote rapid advancement—some entry-level professionals nearly double their salaries in four years.

GSA offers formal training in many occupational fields, providing employees with the opportunity to become certified as experts in their jobs. Employees who successfully complete their programs are recognized for their achievements through formal certification.

Seminars, workshops, college courses and GSA's training programs allow employees to learn new skills and improve their performance. GSA's Self-Learning Instruction Centers provide opportunities to learn new skills at employees' own pace and when it is convenient for them and their work schedules. Rotational programs can broaden employees' agency perspective with temporary assignments at other GSA posts.

This is the time to join GSA. The agency is finding innovative ways to use resources, and it is looking for bright, energetic professionals who will enjoy the challenge. Selections will, of course, be made without regard to race, color, creed, national origin, non-disqualifying handicaps, marital status, age, sex, religious affiliation or any other non-merit factors. GSA looks for talent, ability and determination.

Blueprints are symbolic of the activities of GSA's Public Buildings Service, which manages the Federal government's largest civilian real estate portfolio of some 7,000 owned and leased buildings across the country.

GSA Photo

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS, MS	5/7	Accountant/Auditor
All Majors	BS, BA, MS, MA	5/7	Contract Specialist
Architecture	BA, MA	5/7	Architect
Business Administration	BS, BA, MS, MA	5/7	Budget Analyst/ Buildings Manager/ Communications Manager/ Management/Program Analyst/Realty Specialist
Computer Science	BS, MS	5/7	Computer Analyst/Computer Programmer
Criminology	BS, MS	5/7	Criminal Investigator/ Security Specialist
Economics	BS, MS	5/7	Economist
Economics	BS, MS		Communications Specialist
Engineering	BS, MS	5/7	General Engineer
Civil	BS, MS	5/7	Civil Engineer
Electrical	BS, MS	5/7	Electrical Engineer
Electronics	BS, MS	5/7	Electronics Engineer
Mechanical	BS, MS	5/7	Mechanical Engineer
Law	JD, LLB	11	Attorney
Liberal Arts	BS, BA, MS, MA	5/7	Personnel Specialist/ Writer/Editor
Public Administration	BS, BA, MS, MA	5/7	Budget Analyst/ Buildings Manager/ Communications Manager/ Management/Program Analyst/Realty Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Central Office
Personnel Services Division
General Services Administration
18th and F Streets, NW
Washington, DC 20405
(202) 566-1814

Personnel Office
Office of Inspector General
General Services Administration
18th and F Streets, NW
Washington, DC 20405
(202) 566-1334

For Regional Employment Inquiries

Regional Personnel Office
General Services Administration
Region 2
26 Federal Plaza
New York, NY 10007
(212) 264-8295

Regional Personnel Office
General Services Administration
Region 3
Ninth and Market Streets
Philadelphia, PA 19107
(215) 597-0991

Regional Personnel Office
General Services Administration
Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309
(404) 242-3186

Regional Personnel Office
General Services Administration
Region 5
230 South Dearborn Street
Chicago, IL 60604
(312) 353-5549

Regional Personnel Office
General Services Administration
Region 6
1500 East Bannister Road
Kansas City, MO 64131
(816) 926-7401

Regional Personnel Office
General Services Administration
Region 7
819 Taylor Street
Fort Worth, TX 76102
(817) 334-2361

Regional Personnel Office
General Services Administration
Region 9
525 Market Street
San Francisco, CA 94105
(215) 454-9265

Regional Personnel Office
General Services Administration
National Capital Region
Seventh and D Streets, SW
Washington, DC 20405
(202) 453-5300

Members of GSA's Realty Specialist staff review information concerning the nationwide real estate acquisition program. GSA provides space for Federal agencies by constructing new buildings, purchasing modern facilities or leasing buildings. GSA Photo

Government Printing Office

North Capitol and H Streets, NW
Washington, DC 20401

THE PRINTING OFFICE

The **Government Printing Office (GPO)** in Washington, DC, is the largest general printing plant in the world, performing printing and binding services for the Congress and Federal agencies. It is famous for its high quality work and proud of its reputation for serving the people of the United States and their Government for more than 125 years.

The GPO is a demand-driven and service-oriented Office which utilizes the newest technology to carry out its mission and to meet the changing information needs of its customers. The better known publications printed by the Office are the Congressional Record, the Federal Register and the Agriculture Yearbook. The GPO produces Congressional bills, reports, resolutions, hearings and calendars for the House of Representatives and the Senate, as well as printed materials generated by the Executive, Legislative and Judicial Branches of the Government. The Office distributes Government publications through the Public Documents Department. More than 26,000 different publications are for sale to the public either by mail order or at any one of the 23 bookstores located throughout the country.

The printing and binding performed by the Office for its customer agencies is on a cost basis. The printing requirements of today's Government have greatly extended the Office's responsibilities for in-house and commercial printing. To deal with the increase in outside procurement, 20 procurement offices have been established across the United States.

The Government Printing Office employs about 5,200 persons, with approximately one-half in graphic arts and related blue-collar occupations. The remainder consist of professional, administrative, technical and clerical employees who are engaged in diverse occupations. Positions for college graduates include Printing Specialist; Accountant and Auditor; Computer Specialist; Visual Information Specialist; Chemist; Supply Systems Analyst; Engineer; Librarian and specialists in a variety of management areas.

Recent college graduates who enter Government Printing Office management training programs are assured of challenging, satisfying and rewarding careers.

Printing Specialists reviewing press proofs of multi-color printing. GPO Photo

Major(s)	**Degree(s)**
Accounting	BS
Art (Design)	BA
Business Administration	BS
Chemistry	BS, MS
Computer Science	BS, MS
Criminal Justice	BS
Engineering	BS
Library Science	MLS
Nursing	BS
Printing Management	BS

GG Level(s)*	**Occupational Title(s)**
5/7	Accountant
5/7	Auditor
5/7	Budget Analyst
5/7	Chemist
5/7	Computer Programmer
5/7	Contract Specialist
5/7	Criminal Investigator
	Engineer
5/7	Civil
5/7	Electrical
5/7	Industrial
5/7	Mechanical
5/7	Librarian
5/7	Nurse
5/7	Procurement Agent
5/7	Printing Assistant
5/7	Safety Specialist
5/7	Supply Systems Analyst
5/7	Visual Information Specialist

*GG=General Graded

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Chief, Employment Branch
Government Printing Office
Stop: PSE
North Capitol and H Streets, NW
Washington, DC 20401
(202) 275-1137

Department of Health and Human Services

Office of the Secretary
200 Independence Avenue, SW
Washington, DC 20201

THE OFFICE

The **Office of the Secretary** provides staff assistance to the Secretary for Health and Human Services (HHS) in administering and overseeing the organization, programs and activities of the Department. The Office consists of a staff of professional, technical, legal, administrative and management individuals with responsibility for such functions as policy development, management planning and evaluation, administration operations and services, supply agreements, public information, accounting, budget planning and administration, and personnel administration.

Major(s)	Degree(s)
Accounting	BS, BA, BBA, MBA or two years of graduate education
All Majors	BA, BS with 24 semester hours in accounting
Law	JD, LLM, JSD

GS Level(s)	Occupational Title(s)
5/7/9	Accountant
5/7/9	Auditor
9/11	Law Clerk
9/11/12	Attorney

Developmental assignments are frequently available for college graduates in the Accounting and Auditing areas.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For Headquarters Positions, Contact

Division of Personnel Operations
Department of Health and Human Services
Room 1040
330 Independence Avenue, SW
Washington, DC 20201
(202) 475-6560

For Positions Outside Headquarters, Contact the Regional Personnel Office Serving the State

Regional Personnel Office
Department of Health and Human Services
Region I
JFK Federal Building
Government Center
Boston, MA 02203
(617) 565-1380

(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Regional Personnel Office
Department of Health and Human Services
Region II
Federal Building
26 Federal Plaza
New York, NY 10278
(212) 264-2353

(New York, New Jersey, Puerto Rico, Virgin Islands)

Regional Personnel Office
Department of Health and Human Services
Region III
PO Box 13716
Philadelphia, PA 19101
(215) 596-0108

(Delaware, Maryland, Pennsylvania, Virginia, West Virginia)

Regional Personnel Office
Department of Health and Human Services
Region IV
101 Marietta Tower
Atlanta, GA 30323
(404) 331-2205

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Personnel Office
Department of Health and Human Services
Region V
300 South Wacker Drive
31st Floor
Chicago, IL 60606
(312) 353-5175

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Personnel Office
Department of Health and Human Services
Region VI
1200 Main Tower Building
Dallas, TX 75202
(214) 767-3124

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Personnel Office
Department of Health and Human Services
Region VII
Federal Office Building
601 East 12th Street
Kansas City, MO 64106
(816) 374-3630

(Iowa, Kansas, Missouri, Nebraska)

Regional Personnel Office
Department of Health and Human Services
Region VIII
Federal Office Building
19th and Stout Streets
Denver, CO 80294
(303) 844-6391

(Colorado,
Montana, North Dakota,
South Dakota, Utah,
Wyoming)

Regional Personnel Office
Department of Health and Human Services
Region IX
Federal Office Building
50 United Nations Plaza
San Francisco, CA 94102
(415) 556-1088

(Arizona, California,
Hawaii, Nevada)

Regional Personnel Office
Department of Health and Human Services
Region X
2901 Third Avenue
Seattle, WA 98121
(206) 442-0566

(Alaska, Idaho,
Oregon, Washington)

Department of Health and Human Services

Office of Inspector General
330 Independence Avenue, SW
Washington, DC 20201

THE OFFICE

The **Office of Inspector General (OIG)** has a statutory responsibility to protect the integrity of Departmental programs as well as the health and welfare of beneficiaries of those programs. Through a comprehensive program of audits, investigations, inspections and program evaluation, OIG reduces fraud, waste, abuse and mismanagement and promotes economy, efficiency and effectiveness throughout the Department. Three distinct operating components of the OIG work in close collaboration with a nationwide network to:

- protect the aged, infirm and disadvantaged beneficiaries of the Department's programs from the consequences of waste, mismanagement, abuse and criminal actions;
- increase the quality of service delivery of the Department's programs;
- maintain the integrity of the Department's programs by identifying and taking appropriate action against those who attempt to defraud or abuse the programs;
- identify and correct systemic flaws that give rise to fraud and abuse to the detriment of program beneficiaries and the taxpayer;
- improve the cost efficiency of HHS programs by eliminating wasteful or abusive expenditures and by increasing savings, recoveries, restitutions, fines and settlements arising from OIG findings and recommendations; and
- deter fraud and abuse through aggressive and efficient criminal, civil and administrative prosecution of wrongdoers.

The Office of Inspector General is the Department's watchdog whose job it is to see that HHS programs operate honestly, efficiently and effectively.

Major(s)	Degree(s)*
Accounting	BA, BS
Criminal Justice	BA, BS
Law Enforcement	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Auditor
5/7/9	Criminal Investigator
5/7/9	Program Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Operations Group B
Office of the Assistant Secretary for Personnel Administration
Department of Health and Human Services
330 Independence Avenue, SW
Washington, DC 20201
(202) 472-2516

Department of Health and Human Services

Office of Human Development Services
330 Independence Avenue, SW
Washington, DC 20201

THE OFFICE

The **Office of Human Development Services (HDS)** is the primary social services program agency in the Department of Health and Human Services. HDS programs support state social services, which help people achieve social and economic self-sufficiency. HDS assists states and local governments as well as community groups in providing social support services to disadvantaged groups including: low-income families, socially or economically needy older Americans, abused or neglected children and youth, Native Americans and developmentally disabled individuals.

> *Man can find meaning in life, short and perilous as it is, only by devoting himself to society.*
>
> Albert Einstein
> Scientist/Humanitarian

The agency works to improve the quality of human services through four major organizations, the Administration for Children, Youth and Families; the Administration on Aging; the Administration on Developmental Disabilities; and the Administration for Native Americans. These organizations serve different populations but share a common mission: to improve the quality of life for disadvantaged citizens. Accomplishment of this mission will help more Americans live independent lives and reduce the need for public services assistance.

Major(s)	Degree(s)*
Social Sciences	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Social Science Analyst
5/7/9	Program Analyst

Limited opportunities occur in Social Science Analyst and Program Analyst positions at grades GS-5/7/9, particularly for applicants with bachelor's or master's degrees in the social sciences.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Division of Personnel Operations
Department of Health and Human Services
330 Independence Avenue, SW
Washington, DC 20201
(202) 245-6216

For Student Programs Contact

Student Programs Coordinator
Division of Personnel Operations
Department of Health and Human Services
330 Independence Avenue, SW, Room 1037
Washington, DC 20201
(202) 245-0538

Those interested in positions outside of Headquarters should contact the Regional Personnel Offices serving their area of interest. See Page 110 for a listing of the Regional Personnel Offices.

Department of Health and Human Services

Family Support Administration
330 C Street, SW
Washington, DC 20201

THE ADMINISTRATION

In 1986, the **Family Support Administration (FSA)** was established and charged with the mission of streamlining and focusing on certain programs which enhance the family. The FSA provides states and interest groups with a single identifiable point of contact within the Department of Health and Human Services and allows the development of uniform strategies to encourage self-sufficiency and to reduce public dependency.

Major programs in the Family Support Administration are:

- Child Support Enforcement—Established in 1975 as a Federal, state and local effort to locate absent parents, establish paternity when necessary, and establish and enforce legal orders for support.
- Aid to Families with Dependent Children—Established in 1935, the largest cash assistance program serving needy families with children. States are responsible for administering the program within broad provisions set by the Federal Government.
- Work Education Training Programs—Helps parents of dependent children become self-sufficient.
- Refugee and Entrant Assistance—Established in 1980 to assist refugees in becoming employed, self-sufficient, and assimilated into American society as soon as possible after they arrive in this country.
- Community Services Block Grant—Provides Federal Government annual funding to states, territories, Indian tribes and tribal organizations to assist in a wide range of services to low-income persons including the elderly in local communities.
- Low Income Home Energy Assistance Program—Provides Federal Government grants to states, territories, Indian tribes and tribal organizations that wish to assist low-income households in meeting the cost of home energy.

Major(s)	Degree(s)*
Accounting	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Grants Management
5/7/9	Auditor

Career opportunities are limited at the GS-5/7/9 levels in the Grants Management and Auditor positions as well as in the broad program oversight. This is particularly true for applicants with bachelor's degrees or above in accounting.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Family Support Administration
Division of Management and
Regional Operations
Department of Health and Human
Services
330 C Street, SW
Washington, DC 20201
(202) 252-5637

Those interested in positions outside of Headquarters should contact the Regional Personnel Office serving their area of interest. See Page 110 for a listing of the Regional Personnel Offices.

Department of Health and Human Services

Health Care Financing Administration
6325 Security Boulevard
Baltimore, MD 21207

THE ADMINISTRATION

The **Health Care Financing Administration (HCFA)** was created in 1977 to bring together under one agency the management of the Medicare and Medicaid programs and related health care quality control.

More than 56 million people benefit from these programs.

HCFA's mission is to:

- ensure effective program administration to promote timely delivery of quality health care services;
- make certain that beneficiaries are aware of services, and that services are accessible and provided in the most effective manner; and
- promote efficiency and quality within the total health delivery system.

Major program responsibilities include:

Medicare—the Federal health insurance program for most people 65 or older and some younger persons who are disabled or suffer from permanent kidney failure.

Medicaid—the health care program cooperatively administered by Federal and state governments to provide medical assistance to eligible needy individuals.

Health Standards and Quality—HCFA insures uniform quality of health care by setting standards and monitoring quality of medical services and products provided to Medicare and Medicaid patients.

Program initiatives pursue three approaches to reform through competition. They are: hospital reimbursement reform; alternative system for health care delivery; and consumer incentives to curtail unnecessary utilization.

Examples of these approaches include competitive bidding for Medicare supplies and services; a proposed cap on employment-based health insurance plans; Medicare hospice benefits; and promotion of Medicare's private health plan option.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Staffing Branch
Health Care Financing
Administration
Room G-55
East High Rise Building
6325 Security Boulevard
Baltimore, MD 21207
(301) 966-5505

Those interested in positions outside of Headquarters should contact the Regional Personnel Office serving their area of interest. See Page 110 for a listing of the Regional Personnel Offices.

Major(s)	Degree(s)*
Accounting	BA, BS
Actuarial Science	BA, BS
Business Administration	BA, BS
Computer Science	BA, BS
Economics	BA, BS
Health Services Management	BA, BS
Liberal Arts	BA, BS
Management Information Systems	BA, BS
Mathematics	BA, BS
Public Administration	BA, BS
Public Health	BA, BS
Social Sciences	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Social Science Research Analyst
5/7/9	Accountant
5/7/9	Budget Analyst
5/7/9	Economist
5/7/9	Management Analyst
5/7/9	Program Analyst
5/7/9	Actuary
5/7/9	Computer Specialist

Department of Health and Human Services

Social Security Administration
6401 Security Boulevard
Baltimore, MD 21235

THE ADMINISTRATION

The Social Security Administration (SSA) administers the nation's social insurance program intended to provide limited income protection against economic adversity and deprivation for Americans because of retirement, disability or the death of a wage earner.

SSA also administers the Supplemental Security Income program which assures a minimum level of income for the needy, the aged, the blind and disabled persons. SSA employs more than 70,000 people in the Baltimore Headquarters complex and Regional Offices. There is a network of 1,300 offices nationwide. Technological advancement and improved service to the public are SSA's top priorities.

Major(s)	Degree(s)*
Computer Science	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7	Claims Representative
5/7/9	Computer Specialist

At Headquarters and in the Regions, some career opportunities occur in a wide range of entry-level, professional and technical career fields. Applicants with baccalaureate degrees in a variety of majors qualify for the Claims Representative positions at the GS 5/7-level.

A Social Security Administration Claims Representative interviews a couple applying for Social Security benefits.

SSA Photo

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Recruitment and Placement
Branch
Social Security Administration
Room G-120
West High Rise Building
6401 Security Boulevard
Baltimore, MD 21235
(301) 965-4506

Those interested in positions outside of Headquarters should contact the Regional Personnel Office serving their area of interest. See Page 110 for a listing of the Regional Personnel Offices.

A Social Security Administration Claims Representative works with claims on SSA's automated claims processing system.

SSA Photo

Department of Health and Human Services

Public Health Service
5600 Fishers Lane
Rockville, MD 20857

THE SERVICE

The Public Health Service (PHS), an Operating Division of the Department of Health and Human Services, is the principal health agency of the Federal Government and the largest public health program in the world. Approximately 40,000 Civil Service and 5,000 commissioned officers are employed throughout the United States and in foreign countries. The mission of the Public Health Service is the improvement and advancement of the health of all citizens. To accomplish this mission, PHS programs are designed to:

- develop knowledge through biomedical, and behavioral research and treatment of diseases;
- control and prevent diseases;
- improve the health care systems, including development of creative techniques in medical methodology;
- assure safe and effective drugs and healthful foods; and
- expand health resources.

The Public Health Service is directed by the Assistant Secretary for Health, who serves as the principal advisor to the Secretary of Health and Human Services on health and health-related matters. The Assistant Secretary is assisted in the planning and administration of PHS programs and activities by the Surgeon General of the Public Health Service, by Deputy Assistant Secretaries and by the heads of the following major health agencies and Regional Offices:

- Agency for Toxic Substances and Disease Registry
- Alcohol, Drug Abuse and Mental Health Administration
- Centers for Disease Control
- Food and Drug Administration
- Health Resources and Services Administration
- Indian Health Service
- National Institutes of Health

Internal PHS management functions and certain important programs and special health initiatives are carried out by staff offices within the Office of the Assistant Secretary for Health (OASH). Foremost among these offices, in terms of the scope of their activities and the impact of those activities on the health of the American people, are the following:

Acquired Immune Deficiency Syndrome (AIDS) Coordinator. This office advises the Assistant Secretary for Health on AIDS and coordinates PHS activities aimed at the prevention and control of AIDS. AIDS has become a disease of epidemic proportions. It remains the number one public health priority of the Public Health Service.

Office of Disease Prevention and Health Promotion. This Office encourages and coordinates public and private efforts to provide preventive health services, protect the environment and promote the adoption of healthful lifestyles by the American people. The growing support for health promotion as a national health strategy can be attributed, in large part, to the scientific knowledge developed over the past decade about the preventable nature of much of the disease, disability and premature death that occur in this country.

National Center for Health Services Research. The Center is responsible for conducting and supporting research demonstrations and evaluations of problems in the organization and for coordinating health services within PHS. It is the only general purpose, independent, health services research agency in the Federal Government.

Major(s)	Degree(s)*
Accounting	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Accountant
5/7/9	Budget Analyst
5/7/9	Economist
5/7/9	Contract Specialist
5/7/9	Procurement Specialist
5/7/9	Grants Specialist
5/7/9	Management Analyst
5/7/9	Program Analyst
5/7/9	Personnel Specialist
5/7/9	Equal Employment Opportunity Specialist

Office of Adolescent Pregnancy Programs. The Adolescent Family Life Program was signed into law by President Reagan on August 13, 1981. The major functions of the Office include the development of model projects that will demonstrate ways of reducing teenage pregnancy, dealing with the stresses of adolescent parenting, providing care services for pregnant adolescents and adolescent parents and encouraging the prevention of adolescent premarital sexual relations.

President's Council on Physical Fitness and Sports. The mission of the Council is to improve physical fitness and health by promoting exercise and sports for Americans of all ages. The Council provides information and education programs on the importance of regular exercise and its relationship to good health and effective performance. The Council works closely with state and local governments, the health professions and their associations, educators, civic groups, private enterprise and voluntary organizations.

The **Office of the Assistant Secretary for Health (OASH).** The Office includes a staff of over 1,000 employees to support the OASH mission. The occupations include Accountants; Budget Analysts; Economists; Contract, Procurement and Grants Specialists; Management and Program Analysts; and Personnel and Equal Employment Opportunity Specialists.

OASH employees are located in Washington, DC; Rockville, Maryland; and Research Triangle Park, North Carolina.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
OASH Personnel Operations
Office
5600 Fishers Lane, Room 17A-08
Rockville, MD 20857
(301) 443-1986

For Student Employment Contact

Personnel Staffing Specialist
Student Employment
OASH Personnel Operations
Office
5600 Fishers Lane, Room 17A-08
Rockville, MD 20857
(301) 443-6900

Public Health Service

Agency for Toxic Substances and Disease Registry
1600 Clifton Road, NE
Atlanta, GA 30333

THE AGENCY

Established in 1985, the **Agency for Toxic Substances and Disease Registry (ATSDR)**, is the newest and smallest health agency of the Public Health Service. The mission of ATSDR is to carry out the health-related responsibilities of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 and the Resource Conservation and Recovery Act provisions of the Solid Waste Disposal Act. ATSDR works closely with state, local and other Federal agencies to reduce or eliminate illness, disability and death from exposure of the public and workers to toxic substances at spill and waste disposal sites.

To accomplish its mission, ATSDR determines the extent of danger to the public health from a release or threat of release of a hazardous substance by conducting a health assessment of the situation, establishing and maintaining disease and exposure registries and establishing and maintaining an inventory of information on the health effects of toxic substances. In addition, it maintains a listing of areas closed or otherwise restricted to the public because of contamination from toxic substances and provides consultation and coordination with private or public health care providers in medical care and testing. ATSDR also conducts survey and screening programs to determine relationships between exposure and illness, and conducts health assessments of currently regulated landfills and surface impoundment sites. ATSDR works closely with the Environmental Protection Agency (EPA) in identifying hazardous waste substances to be regulated and in issuing EPA periodic reports. The Agency has the following major components: the Office of External Affairs and the Office of Health Assessment.

Approximately 120 individuals are employed by the ATSDR. The occupations include Computer Specialist, Biologist, General Health Scientist, Physician, Public Health Program Specialist, Environmental Engineer, Chemist and Statistician. The Headquarters Office for ATSDR is located at the Centers for Disease Control in Atlanta, Georgia.

Major(s)	**Degree(s)***
Medicine	MD
Science Majors	BA, BS

***Graduate, post-graduate and professional degrees may also apply**

GS Level(s)	**Occupational Title(s)**
11/12/13	Physician
5/7/9	Computer Specialist
5/7/9	Biologist
5/7/9	General Health Specialist
5/7/9	Public Health Program Specialist
5/7/9	Environmental Engineer
5/7/9	Chemist
5/7/9	Statistician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Agency for Toxic Substances and
Disease Registry
1600 Clifton Road, NE
Atlanta, GA 30333
(404) 639-3615

DEPARTMENT OF HEALTH & HUMAN SERVICES USA

Public Health Service

Alcohol, Drug Abuse and Mental Health Administration
5600 Fishers Lane
Rockville, MD 20857

THE ADMINISTRATION

The **Alcohol, Drug Abuse and Mental Health Administration (ADAMHA)** is the lead Federal agency in the national effort to prevent, control, and treat alcohol and drug problems, and mental and emotional illnesses. The agency conducts clinical and biochemical research in its own laboratories, and supports research by scientists working in a variety of disciplines in universities, medical schools, hospitals and drug abuse and mental health treatment centers. In addition, ADAMHA provides support, through a Block Grant that provides Federal funds to be managed by the states, to help states establish and operate alcohol, drug abuse and mental health programs. ADAMHA disseminates information to health professionals and the public.

ADAMHA is comprised of three institutes:

National Institute of Alcohol Abuse and Alcoholism. This Institute serves as the focal point for Federal activities on alcoholism. Included in its responsibilities are the formulation and recommendation of national policies and goals for the prevention and treatment of alcohol abuse and alcoholism.

National Institute on Drug Abuse. The Institute is the Federal Government's lead policy and program support office for research, treatment and training programs dealing with drug abuse. Its work does not include law enforcement.

National Institute of Mental Health. The Institute administers programs to help develop knowledge, manpower and services to treat and rehabilitate the mentally ill, to prevent mental illness and to promote the mental health of the people of the United States.

To carry out its responsibilities, ADAMHA employs approximately 2,000 individuals such as Physicians, Psychologists, Sociologists, Social Workers, Research Scientists, Community Workers and Educators. The staff is located primarily in Rockville and Bethesda, Maryland, and at the Addiction Research Center in Baltimore, Maryland.

Major(s)	**Degree(s)***
Medicine	MD
Psychology	BA, BS
Social Work	MSW
Sociology	BA, BS

***Graduate, post-graduate and professional degrees may also apply**

GS Level(s)	**Occupational Title(s)**
7/9	Social Worker
11/12/13	Physician
5/7/9	Sociologist
5/7/9	Psychologist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Alcohol, Drug Abuse and Mental Health Administration
5600 Fishers Lane, Room 12-95
Rockville, MD 20857
(301) 443-5407

For Student Employment Contact

Personnel Staffing Specialist
Student Employment
Alcohol, Drug Abuse and Mental Health Administration
5600 Fishers Lane, Room 12-95
Rockville, MD 20857
(301) 443-5407

Public Health Service

Centers for Disease Control
1600 Clifton Road, NE
Atlanta, GA 30333

THE CENTERS

The **Centers for Disease Control (CDC)** provides leadership and direction for a broad range of programs designed to safeguard and improve the health of the American people. CDC works to prevent and control infectious and chronic diseases; to prevent disease, disability and death associated with environmental and workplace hazards; and to promote health and reduce health risks through education and information. The agency also supports local, state, national and international disease prevention efforts in epidemiology, disease surveillance, laboratory science and training.

CDC has six major operational units:

National Institute for Occupational Safety and Health. The Institute directs the national program to develop and establish occupational safety and health standards in the workplace. It administers research in the field of occupational safety and health and develops innovative methods for dealing with related problems.

Centers for Disease Control Investigators measure quantities of a virus. CDC Photo

Center for Health Promotion and Education. The Center directs a national program to develop and support health promotion and health education in schools, worksites, communities and similar settings.

Center for Prevention Services. The Center directs a national program for the prevention, control and eventual eradication of immunizable diseases, sexually transmittable diseases, dental disease, kidney disease, diabetes and tuberculosis. The Center also administers a quarantine program to protect the United States against importation of diseases from other nations.

Center for Environmental Health. The Center directs a national program to prevent or control environmentally related health problems and chronic diseases occurring outside the workplace. It also assists states and localities in establishing and maintaining prevention and control programs.

Center for Infectious Diseases. The Center directs a national program to improve the identification, investigation, diagnosis, prevention and control of infectious diseases. The Center also provides aid in case of epidemics in the United States and abroad.

National Center for Health Statistics. The Center designs and maintains national data collection systems, conducts research in statistical and survey methodology and cooperates with other agencies in the United States and in foreign countries in efforts to increase the availability and usefulness of health data. Through the collection of this data, the Center is responsible for producing the nation's official vital statistics. This is the only Federal organization established specifically to collect and disseminate data on health in the United States.

In addition to its major Centers, the Centers for Disease Control also operates Program Offices designed to improve the health of the people of the United States. These are as follows:

Epidemiology Program Office. The Office is the focal point for collection, analysis and communication of basic surveillance over communicable diseases. It provides consultation to other Federal agencies, state and local health departments, international organizations and to other nations.

Centers for Disease Control Investigator removes reagents from refrigerator.
CDC Photo

International Health Program Office. The Office provides consultation on epidemiology and surveillance to international organizations (such as the World Health Organization and the Pan American Health Organization) and other nations. It coordinates the provision of CDC expertise, resources and programs to developing countries to help improve disease prevention and control, environmental health and health promotion.

CDC employs approximately 4,300 individuals in such occupations as Biologist, Chemist and Scientist; Computer Analyst and Programmer; Sanitary Engineer; Medical Technologist; Occupational Safety Specialist; Physician; Public Health Program Administrator and Statistician. CDC's Headquarters is in Atlanta, Georgia, and it has field offices throughout the United States.

Major(s)	**Degree(s)***
Science Majors	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	**Occupational Title(s)**
11/12/13	Physician
5/7/9	Biologist
5/7/9	Chemist
5/7/9	Computer Specialist
5/7/9	Sanitary Engineer
5/7/9	Medical Technologist
5/7/9	Occupational Safety Specialist
5/7/9	Public Health Program Administrator
5/7/9	Statistician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Centers for Disease Control
1600 Clifton Road, NE
Atlanta, GA 30333
(404) 639-3615

For Student/Summer Employment Contact

Student/Summer Employment Coordinator
Centers for Disease Control
Building One, Room 1055
1600 Clifton Road, NE
Atlanta, GA 30333
(404) 639-3615

DEPARTMENT OF HEALTH & HUMAN SERVICES USA

Public Health Service

Food and Drug Administration
5600 Fishers Lane
Rockville, MD 20857

THE ADMINISTRATION

The **Food and Drug Administration (FDA)** is the regulatory agency concerned with protecting the health and well-being of the American consumer by monitoring and regulating consumer products. It monitors the food, drug and cosmetic industries; studies labeling and packaging practices; and checks radiation levels of consumer products and equipment to ensure their safety for human use.

FDA is comprised of six Centers and 10 Regional Offices:

Center for Food Safety and Applied Nutrition. The Center promotes the safety of the food supply of the nation by conducting inspections, collecting and analyzing samples of food products and assisting in the development of state and local food programs including the regulation of retail markets and food service establishments. The Center also supports research programs to detect and quantify food contaminants.

Center for Drug Evaluation and Research. The Center's focus is the new drug review program. It develops and implements FDA policy regarding the safety, effectiveness and labeling of drug products for human use; and plans and conducts research related to the testing and use of new and approved drugs.

Center for Biologics Evaluation and Research. The Center's major responsibilities are coordination of the Acquired Immune Deficiency Syndrome (AIDS) program and development of an AIDS vaccine and diagnostic tests. The Center also inspects manufacturers' facilities for compliance with standards, tests products submitted for release and approves licensing of manufacturers to produce biological products.

Center for Veterinary Medicine. The Center regulates veterinary drugs, animal feed additives and devices for animal use. It ensures that veterinary drugs are safe and effective and that their use in food-producing animals does not constitute a human health hazard. The Center also carries out surveillance and compliance programs relating to animal drugs, animal feed and other veterinary medical matters.

Center for Devices and Radiological Health. The Center is responsible for assuring the safety, effectiveness and proper labeling of medical devices and administering a nationwide electronic product radiation control program. To accomplish this, the Center's Office of Medical Devices conducts clinical tests of new devices before marketing, and coordinates regular visits to medical device manufacturing facilities to assure compliance with FDA regulations. The Center's Office of Radiological Health is responsible for research, development of improved procedures, and training for health practitioners and technologists. Products emitting ionizing radiation as well as non-ionizing radiation come under the Center's oversight and range from medical X-ray and other imaging equipment to home television sets and microwave ovens.

National Center for Toxicological Research. Located primarily in Jefferson, Arkansas, the Center carries out research to develop a better understanding of the basic biological processes through which toxic chemicals harm the health of living organisms. The Center also works to improve methods and test protocols for evaluating the potential toxicity of chemicals.

Regional Offices. The FDA has 10 Regional Offices throughout the United States. They work closely with state and local agencies to administer the overall state-Federal programs, policies and plans for activities. In addition, these Offices implement information storage and retrieval systems for data originating in the field offices.

Approximately 7,000 individuals are employed in FDA. These employees are Biologists, Chemists, Engineers, Scientists and Microbiologists; Computer Analysts and Programmers; Information Specialists; Personnel Specialists; Pharmacists, Pharmacologists, Physicians; Program Analysts and Statisticians; Veterinarians and Animal Caretakers; Accountants; and Budget Analysts. The FDA offices are located in Rockville and Bethesda, Maryland; Washington, DC; Jefferson, Arkansas, and throughout the United States.

Major(s)	Degree(s)*
Medicine	MD
Science	BA, BS
Veterinary Medicine	DVM

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
7/9/11	Pharmacist
9/11	Veterinarian
11/12/13	Physician
5/7/9	Biologist
5/7/9	Chemist
5/7/9	Engineer
5/7/9	Computer Specialist
5/7/9	Program Analyst
5/7/9	Statistician
5/7/9	Accountant
5/7/9	Budget Analyst
5/7/9	Personnel Specialist
5/7/9	Information Specialist

FOR FURTHER INFORMATION CONTACT

Division of Personnel Management
Food and Drug Administration
5600 Fishers Lane, Room 4B-41
Rockville, MD 20857
(301) 443-1970

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

For Student Summer Employment Contact

Student/Summer Employment
Coordinator
Division of Personnel Management
Food and Drug Administration
HFA-410, Room 4B-41
5600 Fishers Lane
Rockville, MD 20857
(301) 443-1970

Those interested in positions in one of the 10 Regional Offices should contact the Regional Personnel Office serving their area of interest. See Page 110 for a listing of the Regional Personnel Offices.

Public Health Service

Health Resources and Services Administration
5600 Fishers Lane
Rockville, MD 20857

THE ADMINISTRATION

The Health Resources and Services Administration (HRSA) provides leadership and direction to programs and activities designed to improve the health services for people of the United States and to develop health care and maintenance systems which are adequately financed, comprehensive, interrelated and responsive to the needs of individuals and families at all levels of society.

HRSA is comprised of the following Bureaus:

Bureau of Health Care Delivery and Assistance. The Bureau serves as a national focus for efforts to assure delivery of health care services to residents of medically underserved areas and to special groups. It assists states in providing health care to underserved populations, and supports programs for mothers and children through Block Grants. In addition, it provides direction for the Bureau of Prisons medical program, and the National Hansen's Disease Program. The Bureau administers the National Health Service Corps which helps states and communities arrange for physicians, dentists and other health professionals to provide care in health manpower shortage areas.

Bureau of Health Professions. The Bureau provides leadership in supporting the development and use of the nation's health personnel. It provides financial support to institutions, targeting resources to areas of high national priority such as disease prevention, health promotion, bedside nursing and care of the elderly. It provides financial support to individuals to help assure access to health professions education and provides continuing analysis of the supply and distribution of and need for health professionals.

Bureau of Maternal and Child Health and Resources Development. The Bureau provides national leadership in identifying and interpreting trends and issues of significance in promoting the health of mothers and children. It administers Block Grants to the states to assure mothers and children access to quality maternal and child health services, reduces infant mortality and the incidence of preventable diseases and handicapping conditions among children, provides rehabilitation services for blind and disabled children, and executes other special program functions.

Bureau of Resources Development. The Bureau is responsible for Federal policies and programs pertaining to health planning and resources allocation for health care systems and organizations.

Approximately 2,700 individuals are employed by HRSA. The occupations utilized are accounting, budget analysis, administration, and public health program administration. The HRSA locations include its Headquarters in Rockville, Maryland, and 10 Regional Offices.

Major(s)	Degree(s)*
Accounting	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Accountant
5/7/9	Budget Analyst
5/7/9	Public Health Program Administrator

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled National *Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Health Resources and Services
Administration
Room 14A-46
5600 Fishers Lane
Rockville, MD 20857
(301) 443-5460

For Student Summer Employment Contact

Student/Summer Employment
Coordinator
Health Resources and Services
Administration
Room 14A-46
5600 Fishers Lane
Rockville, MD 20857
(301) 443-5460

Public Health Service

Indian Health Service
5600 Fishers Lane
Rockville, MD 20857

THE SERVICE

The **Indian Health Service (IHS)** provides comprehensive health services for more than 900,000 Indians and Alaska Natives. The IHS program is community oriented and comprehensive, offering preventive, curative and rehabilitative services. Included, in addition to general medical and dental care, are services relating to maternal and child health, eye care, diabetes, family planning, mental health, social services, alcoholism, nutrition, public health nursing, health education and environmental health and sanitation.

Services are provided by clinical staff in IHS facilities which include approximately 46 hospitals, 80 health centers and 67 smaller facilities and by field health teams that work in the Indian communities. The Indian Health Service also contracts with tribal and Alaska Native health organizations to operate several hospitals and numerous health clinics, and with state and local health departments and private practitioners for services it cannot provide or for areas where it has no facilities.

The goal of the Indian Health Service is to raise the health status of the American Indians and Alaska Natives to the highest possible level. The mission is guided by three major objectives:

- to assure Indian people access to high quality, comprehensive health services appropriate for their needs;
- to assist Indian tribes and Alaska Native corporations to develop the capacity to staff and to manage health programs and provide them with the opportunity to assume operational authority for IHS programs serving their communities; and
- to act as the Indian people's advocate in health-related matters and help them gain access to other Federal, state and local programs to which they are entitled.

The Indian Health Service is supported by approximately 12,000 employees in the following positions: Physician; Nurse; Dentist; Dental Hygienist and Assistant; Engineer; Scientist; Medical Technologist; Contract Specialist; Dietitian; Public Health Program Administrator and Hospital Administrator.

Major(s)	Degree(s)*
Dentistry	DDS/DMD
Dietetics	BA, BS
Medicine	MD
Nursing	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7	Nurse
5/6/7	Dental Hygienist
11/12	Dentist
11/12	Physician
5/7/9	Dietitian
5/7/9	Public Health Program Specialist
5/7/9	Engineer
5/7/9	Medical Technologist
5/7/9	Contract Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Operations Branch
Indian Health Service
Room 6A-15
5600 Fishers Lane
Rockville, MD 20857
(301) 443-6520

Those interested in positions outside of Headquarters should contact the Regional Personnel Office serving their area of interest. See Page 110 for a listing of the Regional Personnel Offices.

Public Health Service

National Institutes of Health
9000 Rockville Pike
Bethesda, MD 20205

THE INSTITUTES

The **National Institutes of Health (NIH)** conducts research on the cause, treatment and control of diseases; provides non-profit institutions with support for research and medical education; trains personnel to conduct research; educates physicians and allied health professionals to bring the results of research into practice; maintains a 600-bed clinical research hospital and the informational resources of the National Library of Medicine.

NIH is comprised of the following components:

National Institute on Aging. The Institute supports, conducts and coordinates research and training in areas relating to the aging process and the needs and special problems of the aged.

National Institute of Arthritis and Musculoskeletal and Skin Diseases. The Institute conducts and coordinates research into the causes, prevention, diagnosis and treatment of the various arthritic and rheumatic diseases.

National Institute of Allergy and Infectious Diseases. The Institute conducts and coordinates research on human diseases caused by infectious organisms and by allergic responses and infectious diseases.

National Cancer Institute. The Institute conducts and contracts for research investigations, experiments and studies relating to the cause, prevention and methods of diagnosis and treatment of cancer.

National Institute of Child Health and Human Development. The Institute supports, conducts and coordinates research and training in areas relating to maternal and child health and human development, biological and behavioral, from reproduction and prenatal development, through infancy and childhood and on into maturation and aging.

National Institute of Dental Research. The Institute conducts and coordinates research into the causes, prevention, diagnosis and treatment of oral and dental diseases and conditions.

National Institute of Diabetes and Digestive and Kidney Diseases. The Institute conducts and coordinates research on the causes, prevention, diagnosis and treatment of diabetes and digestive and kidney diseases. It also conducts research and develops programs toward improvement of artificial kidneys and related treatment for patients with chronic kidney failure.

National Institute of Environmental Health Sciences. The Institute, located in Research Triangle Park, North Carolina, conducts and coordinates research in identifying the chemical, physical and biological factors in the environment that can adversely affect humans.

National Eye Institute. The Institute conducts research in its own laboratories and supports research by medical schools and research institutions in improving the prevention, diagnosis and treatment of visual disorders.

National Institute of General Medical Sciences. The Institute supports research and training in sciences basic to medicine and in certain clinical disciplines central to the nation's total health effort.

National Heart, Lung and Blood Institute. The Institute conducts and supports research investigations and demonstrations relating to the cause, prevention, diagnosis and treatment of diseases of the heart, lungs and circulation.

National Institute of Neurological and Communicative Diseases and Stroke. The Institute conducts and coordinates research on the causes, prevention, diagnosis and treatment of the neurological, sensory and communicative disorders.

National Center for Nursing Research. Established in 1985, the Center is the newest component of NIH. It is the national focus for nursing research and nurse investigator development.

Clinical Center. The Center is responsible for providing patient care in support of the clinical investigations conducted by the categorical institutes of NIH. In addition, it conducts research in methods and techniques of hospital care in a medical research environment.

National Library of Medicine. The Library is the world's largest repository of biomedical information and biomedical communications.

John E. Fogarty International Center. The Center coordinates NIH activities and functions generally concerned with the health sciences at an international level and serves as a focal point for foreign visitors to NIH.

In addition to its Institutes and Centers, NIH also includes four major divisions:

Division of Computer Research and Technology
Division of Research Grants
Division of Research Resources
Division of Research Services

More than 13,000 individuals are employed by the National Institutes of Health. They are utilized in the medical and health sciences, biological sciences, chemistry and physical sciences, psychology, veterinary medicine and animal care, dentistry, pharmacology, dietetics and nutrition, engineering sciences and technology, nurse and nursing assistance, laboratory technology, medical technology, statistics, library technology, health aid and medical recordkeeping. The National Institutes of Health is primarily located in Bethesda, Maryland. Smaller staff offices are in Baltimore, Maryland, and Research Triangle Park, North Carolina.

Major(s)	Degree(s)*
Dentistry	DDS/DMD
Medicine	MD
Nursing	BA, BS
Science	BA, BS

*Graduate, post-graduate and professional degrees may also apply

GS Level(s)	Occupational Title(s)
5/7/9	Nurse
11/12/13	Physician
11/12	Dentist
5/7/9	Dietitian
5/7/9	Chemist
5/7/9	Biologist
5/7/9	Engineer
5/7/9	Medical Technologist
5/7/9	Statistician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Division of Personnel Management
National Institutes of Health
9000 Rockville Pike
Building 31, Room B3C15
Bethesda, MD 20205
(301) 496-2403

For Student Summer Employment Contact

Student/Summer Employment
Coordinator
National Institutes of Health
Building 31, Room B3C15
9000 Rockville Pike
Bethesda, MD 20205
(301) 496-2403

Department of Housing and Urban Development

451 Seventh Street, SW
Washington, DC 20410-3000

THE DEPARTMENT

The Department of Housing and Urban Development (HUD) is the principal Federal agency responsible for programs concerned with the country's housing needs, fair housing opportunities and improvement and development of the nation's communities.

HUD administers:

- mortgage insurance programs that help families become homeowners;
- rental subsidy programs for lower income families who otherwise could not afford decent housing;
- programs that aid neighborhood rehabilitation and the preservation of urban centers from blight and decay;
- programs to protect the home buyer in the marketplace; and
- programs which stimulate and guide the housing industry to provide not only housing but a suitable living environment.

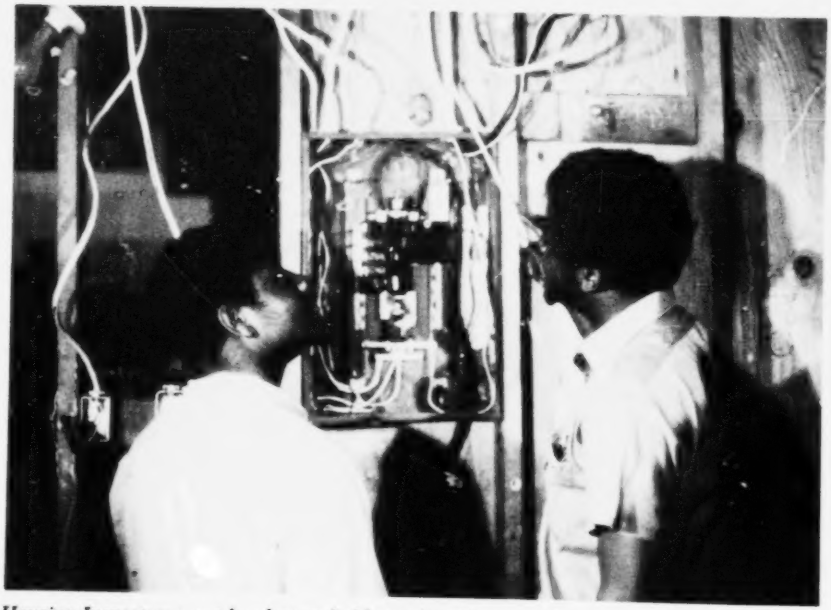
The Department's programs are carried out through three administrative levels:

The Headquarters staff develops policies, procedures and guidelines to implement the Department's programs. It also provides guidance to the Regional Office and field office staffs to evaluate program effectiveness.

The Regional Office staffs oversee program implementation within their respective regions, providing advice and guidance to field office staff members to ensure accomplishment of the Department's mission and goals.

The field offices carry out the day-to-day operation of HUD programs, working closely with state and local government entities and private industry officials involved in the Department's programs.

HUD has Regional Offices in 10 major cities across the country and over 70 field offices where the Department's programs are implemented to assist home buyers, home builders and state and local governments. Anyone interested in a career with the Federal agency committed to making America a better place to live, may find HUD the right place to work.



Housing Inspectors must be alert and able to identify potential construction or design flaws.
HUD Photo

Major(s)	Degree(s)
Accounting	AAS (with 24 semester hours in accounting) BS, MBA
Architecture	BS, MS
Auditing	BS, MBA
Business Administration	BS, MBA
Community Planning	BS, MS
Computer Science	BS, MBA
Criminal Investigation	BS, MS (law enforcement major preferable)
Engineering	BS, MS
Public Administration	BS, MPA

GS Level(s)	Occupational Title(s)
5/7/9	Accountant
5/7/9	Appraiser
5/7/9	Attorney
5/7/9	Auditor
5/7/9	Community Planner
5/7/9	Computer Systems Analyst
5/7/9	Construction Analyst
5/7/9	Criminal Investigator
5/7/9	Financial Management Specialist
5/7/9	Housing Program Specialist
5/7/9	Housing Management Specialist
5/7/9	Management Analyst
5/7/9	Program Analyst
5/7/9	Realty Specialist
5/7/9	Social Science Analyst
5/7/9	Structural Engineer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

At Headquarters

For career employment inquiries following graduation contact:

Chief, Staffing and Classification Branch
Office of Personnel and Training, APE
Department of Housing and Urban Development
451 Seventh Street, SW
Room 2260
Washington, DC 20410-3100
(202) 755-5395/5416

For Student Employment Inquiries Contact

Chief, Benefits and Recruitment Services Branch
Department of Housing and Urban Development
Office of Personnel and Training, APE
451 Seventh Street, SW
Room 2260
Washington, DC 20410-3100
(202) 755-0196

For employment assistance at the Headquarters Office, submit an SF-171 (Application for Federal Employment) and OPM form 1170/17 (List of College Courses and Certificate of Scholastic Achievement).

At Regional or Field Offices

For employment assistance at any HUD Regional or field office, contact the appropriate Regional Personnel Officer as follows:

Department of Housing and Urban Development, Region I
10 Causeway Street
Boston, MA 02222-1092
(617) 565-5435

Department of Housing and Urban Development, Region II
26 Federal Plaza
New York, NY 10278-0068
(212) 264-0782

Department of Housing and Urban Development, Region III
105 South Seventh Street
Philadelphia, PA 19106-3392
(215) 597-2614

Department of Housing and Urban Development, Region IV
75 Spring Street, SW
Atlanta, GA 30303-3388
(404) 331-4078

Department of Housing and Urban Development, Region V
626 West Jackson Boulevard
Chicago, IL 60606-5601
(312) 353-5960

Department of Housing and Urban Development, Region VI
1600 Throckmorton
Fort Worth, TX 76113-2905
(817) 885-5471

Department of Housing and Urban Development, Region VII
1103 Grand Avenue
Kansas City, MO 64106-2496
(816) 374-2951

Department of Housing and Urban Development, Region VIII
1405 Curtis Street
Denver, CO 80202-2349
(303) 844-4436

Department of Housing and Urban Development, Region IX
450 Golden Gate Avenue
San Francisco, CA 94102-3448
(415) 556-7142

Department of Housing and Urban Development, Region X
1321 Second Avenue
Seattle, WA 98101-2054
(206) 442-7581

March 3, 1849

Department of the Interior

18th and C Streets, NW
Washington, DC 20240

THE DEPARTMENT

The **Department of the Interior** was created by an Act of Congress in 1849. The Department is responsible for the conservation of most nationally owned public lands and the development of most natural resources. This includes fostering the wisest use of land and water resources; protecting fish and wildlife; preserving the environmental and cultural values of National Parks and historical sites; and providing for the enjoyment of life through outdoor recreation. The Department assesses the nation's mineral resources and works to assure that their development is in the best interests of U.S. citizens and communities and those who live in island territories under the U.S. administration.

Office of the Secretary. The Secretary directs and supervises operations and activities of the Department. The Secretary also has certain supervisory responsibilities relating to territorial governments. The Office of the Secretary includes various offices that provide advice and assistance to the Secretariat, which is comprised of the Under Secretary, the Solicitor and Assistant Secretaries. The Office also includes "Other Departmental Offices," referring to a number of units that carry out special programs.

Office of Hearings and Appeals. This Office handles quasi-judicial responsibilities of the Department and is the authorized representative of the Secretary for the purpose of hearing, considering and determining matters within the jurisdiction of the Department involving hearings and appeals in cases arising under statutes and regulations.

Office of Small and Disadvantaged Business Utilization. This Office is responsible for Interior activities on behalf of small businesses, minority businesses, businesses owned and controlled by disadvantaged persons, women-owned businesses and labor-surplus area firms.

Office of the Solicitor. This Office provides legal advice to the Secretariat, the heads of offices and bureaus, and other employees of the Department; formulates legal policies of the Department and resolves conflicts that may arise in the application of these policies; and provides legal services for programs, operations and activities of the Department.

Aerial view of the Padre Bay portion of Lake Powell, Arizona, looking eastward toward Navaho Mountain in the distance.
Tom Fridmann/Bureau of Reclamation Photo

Office of Inspector General. This Office provides policy direction and conducts, supervises and coordinates audits and investigations; recommends policies for the Department; and conducts, supervises or coordinates other activities in the Department as well as between the Department and state, local and other Federal agencies to promote economy and efficiency, prevent and detect fraud and abuse and identify and prosecute people involved in fraud and abuse.

Major(s)	Degree(s)
Accounting	BS
Business Administration	BS, MS
Criminal Justice	BS
Law	JD
Liberal Arts	BA, BS, MA, MS

GS Level(s)	Occupational Title(s)
5/12	Criminal Investigator
9/12	Attorney
5/7	Program Assistant
5/12	Accountant
5/12	Auditor

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Office of the Secretary
Department of the Interior
Washington, DC 20240
(202) 343-6618

(The above contact is for all employment inquires within the Office of the Secretary as well as for all other Departmental Offices described.)

Department of the Interior
Office of the Assistant Secretary for Water and Science

Bureau of Mines
2401 E Street, NW
Washington, DC 20241

THE BUREAU

The **Bureau of Mines** was established by the Organic Act of May 16, 1910. One of its missions is to generate improvements in mineral technology and encourage their use in commercial mineral operations. Another mission is to supply information on nonfuel mineral development and the problems associated with such development and to recommend mineral policy alternatives. The Bureau of Mines is building the foundation of a computerized storehouse of information about nonfuel mineral resources and reserves worldwide.

> *The heart of our Government is not here in Washington; it's in every county office, every town, every city across the land. Wherever the people of America are, that's where the heart of our Government is.*
>
> President George Bush

The Bureau of Mines conducts a research program generally focusing on work that private industry cannot reasonably be expected to do. The Bureau tailors its research programs to the needs of the entire industry, concentrating primarily on long-term, high-risk projects that hold significant promise for strengthening the nation's mineral position. The Bureau's research spans the minerals cycles—mining, ore processing, mineral use, mineral recycling and the restoration of land that is inevitably disturbed by mining.

Major(s)	Degree(s)
Economics	BS, MS, PhD
Engineering	BS, MS, PhD
Physical Science	BS, MS, PhD

GS Level(s)	Occupational Title(s)
5/12	Metallurgist
5/12	Mining Engineer
5/12	Chemical Engineer
5/12	Chemist
5/13	Geologist
5/13	Economist
5/13	Computer Specialist
5/9	Physical Science Technician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

Headquarters
Bureau of Mines
2401 E Street, NW
Washington, DC 20241
(202) 634-4710

Albany Research Center
Bureau of Mines
PO Box 70
Albany, OR 97321
(503) 967-5895

Branch of Personnel—Denver
Bureau of Mines
Building 20, Denver Federal Center
Denver, CO 80225
(303) 236-0295

Helium Operations
Bureau of Mines
1100 South Fillmore Street
Amarillo, TX 79101
(806) 376-1695

Pittsburg Research Center
Bureau of Mines
Cochrans Mill Road
PO Box 18070
Pittsburgh, PA 15213
(412) 675-6493

Reno Research Center
Bureau of Mines
1605 Evans Avenue
Reno, NV 89512
(702) 784-5213

Salt Lake City Research Center
Bureau of Mines
729 Arapeen Drive
Salt Lake City, UT 84108
(801) 524-6120

Spokane Research Center
Bureau of Mines
East 315 Montgomery Street
Spokane, WA 99207
(509) 484-1610

Twin Cities Research Center
Bureau of Mines
5629 Minnehaha Avenue, South
Twin Cities, MN 55417
(612) 725-4515

Department of the Interior
Office of the Assistant Secretary for Water and Science
Bureau of Reclamation
18th and C Streets, NW
Washington, DC 20240

THE BUREAU

The **Bureau of Reclamation** is the Federal Government's principal water development and water management organization in the Western United States.

The Bureau's responsibilities include furnishing irrigation water, hydroelectric power generation, municipal-industrial water supplies, flood control and outdoor recreation. The Bureau's reservoirs attract vacationers by the millions, who visit them to fish, swim, sail and water ski and enjoy hiking, camping, and picnicking along the shores. Bureau projects have also provided excellent habitats for migratory and native birds and other wildlife and fish. To further enhance native fish populations, the Bureau has built fish ladders, spawning channels and fish hatcheries.

The Bureau of Reclamation is best known to many Americans for its large dams and power plants, including some world renowned engineering marvels. Among the most famous are the Hoover Dam in Nevada, Shasta Dam in California, Glen Canyon Dam on the Colorado River between Utah and Arizona and Grand Coulee Dam in Washington. With the addition of the new Third Power Plant, which was dedicated in July 1983, Grand Coulee Dam is again the largest hydroelectric power producer in the world.

Major(s)	Degree(s)
Biology	BS, MS
Civil Engineering	BS, MS
Electrical Engineering	BS, MS
Electronics	BS, MS
Geology	BS, MS
Hydrology	BS, MS
Physical Science	BS, MS

GS Level(s)	Occupational Title(s)
5/12	Engineer
5/12	Biologist
5/12	Geologist
5/12	Environmental Specialist
5/12	Economist
5/12	Physical Scientist
5/12	Soil Scientist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

Headquarters
Bureau of Reclamation
18th and C Streets, NW
Washington, DC 20240
(202) 343-4626

Engineering and Research Center
Bureau of Reclamation
Denver Federal Center
Building 67
PO Box 25007
Denver, CO 80225
(303) 236-3819

Lower Colorado Region
Bureau of Reclamation
Nevada Highway and Park Street
PO Box 427
Boulder City, NV 89005
(702) 293-8492

Mid-Pacific Region
Bureau of Reclamation
Federal Office Building
2800 Cottage Way
Sacramento, CA 95825
(916) 978-5021

Missouri Basin Region
Bureau of Reclamation
316 North 26th Street
PO Box 2553
Billings, MT 59103
(406) 657-6225

Pacific Northwest Region
Bureau of Reclamation
Federal Building, U.S. Courthouse
PO Box 043
Boise, ID 83724
(208) 334-1738

Southwest Region
Bureau of Reclamation
Commerce Building
714 South Tyler, Suite 201
Amarillo, TX 79101
(806) 378-5441

Upper Colorado Region
Bureau of Reclamation
125 South State Street
PO Box 11568
Salt Lake City, UT 84147
(801) 524-4345

Aerial view of Glen Canyon Dam, Arizona. In the background is Lake Powell, which holds approximately 18,000,000 acre feet of water. Bud Rusho/Bureau of Reclamation Photo

Department of the Interior
Office of the Assistant Secretary for Water and Science

U.S. Geological Survey
12201 Sunrise Valley Drive
Reston, VA 22092

THE SURVEY

The **U.S. Geological Survey (USGS)** was established by an Act of Congress on March 3, 1879, as a permanent Federal agency to conduct a systematic and scientific "classification of the public lands, and examination of the geological structure, mineral resources, and products of the national domain," and to prepare topographic maps of the United States. An integral part of the original mission includes publishing and disseminating the earth-science information needed to understand, plan the use of and manage the nation's energy, land, mineral and water resources. Subsequent Acts of Congress extended the Survey's scientific investigations and research to include the determination of the water resources of the United States. The Survey's programs serve a diversity of users and purposes including:

- assessing the nation's energy and mineral resources;
- providing information to enable society to mitigate the adverse impacts of natural hazards, such as floods, earthquakes, volcanoes, landslides and droughts;
- evaluating and monitoring the quantity, quality and distribution of surface and ground water resources;
- operating a national mapping program to provide detailed and innovative map products, such as computer generated data for a variety of mapping and planning needs; and
- investigating the resource potential of the ocean floor in a continuing search for domestic sources of critical and strategic minerals and developing geologic and hydrologic criteria for selecting the best sites for the safe disposal of hazardous wastes.

Major(s)	**Degree(s)**
Chemistry	BS, MS, PhD
Civil Engineering	BS, MS, PhD
Geology	BS, MS, PhD
Geophysiology	BS, MS, PhD
Physical Science	BS, MS, PhD

GS Level(s)	**Occupational Title(s)**
5/12	Civil Engineer
5/12	Physical Scientist
5/12	Geologist
5/12	Hydrologist
5/12	Geophysicist
5/12	Cartographer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

USGS National Center, MS-215
U.S. Geological Survey*
12201 Sunrise Valley Drive
Reston, VA 22092
(703) 860-6127

*Contact for Headquarters positions in the Washington, DC, metropolitan area and foreign countries; positions at GS/GM-14 and above; and positions in Alabama, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Vermont, the Virgin Islands, West Virginia and Wisconsin.

Central Region
U.S. Geological Survey
Denver Federal Center
Building 25, MS-203
Denver, CO 80225
(303) 236-5904

Mid-Continent States Region
U.S. Geological Survey
1400 Independence Road
Rolla, MO 65401
(314) 341-0810

Satellite Office, Southeastern Region
U.S. Geological Survey
75 Spring Street, SW
Room 218
Atlanta, GA 30303
(404) 221-5494

Western Region
U.S. Geological Survey
345 Middlefield Road, MS-12
Menlo Park, CA 94025
(415) 323-2733

Geologist employed at the USGS Hawaii Observatory in Kilauea, Hawaii, conducts temperature probe in a lava tube.

USGS Photo

Department of the Interior
Office of the Assistant Secretary for Indian Affairs

Bureau of Indian Affairs
1951 Constitution Avenue, NW
Washington, DC 20240

THE BUREAU

The **Bureau of Indian Affairs (BIA)** is the Federal agency with primary responsibility for working with Indian tribal governments and Alaska Native village communities. Other Federal agencies may deal with Indians or Alaska Natives as members of an ethnic group or simply as individuals, but the BIA is distinctive in that it deals with them as governments in a government-to-government relationship.

The Bureau is the U.S. Government's trustee for approximately 755,000 American Indians belonging to tribes that are recognized by the Federal Government and residing on or near more than 52 million acres of reservation land. The key objectives of the Bureau are to encourage Indian and Alaska Native people to manage their own affairs under a trust relationship with the Federal Government and to facilitate the development of their human and natural resource potential. The Bureau provides a variety of programs to the Indian people and funding to an increasing number of tribes that wish to manage these programs themselves on a contractual basis. These programs include education at the primary, secondary and post-secondary levels; adult education; housing; welfare and aid-to-dependent-children; reservation law-enforcement programs; and technical assistance to tribal governments in establishing or modifying their constitutions, in refining tribal codes and enrollment procedures and in contracting for various types of goods and services.

The Bureau's trust responsibilities include: the protection of Indian rights in their trust property and those rights affecting trust property that are afforded by tribal sovereignty. Programs associated with Indian trust resources include: range, mineral, forests, wildlife and water resources, real property management, financial trust services, transportation systems, environmental quality, investment of Indian trust funds and Indian rights protection.

Major(s)	Degree(s)
Biology	BS, MS
Computer Science	BS, MS
Education	BA, MA
Engineering	BS, MS
Liberal Arts	BA, MA
Social Work	MS, PhD

GS Level(s)	Occupational Title(s)
9/12	Social Worker
5/7	Realty Specialist
5/12	Engineer
5/12	Soil Conservationist
5/12	Range Conservationist
5/12	Forester
5/12	Computer Scientist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

Division of Personnel Management
Headquarters
Bureau of Indian Affairs
1951 Constitution Avenue, NW
Washington, DC 20240
(202) 343-5547

Aberdeen Area Office
Bureau of Indian Affairs
115 Fourth Avenue, SE
Aberdeen, SD 57401
(605) 225-0250

Albuquerque Area Office
Bureau of Indian Affairs
PO Box 8327
Albuquerque, NM 87108
(505) 766-3130

Anadarko Area Office
Bureau of Indian Affairs
Federal Building
PO Box 386
Muskogee, OK 74401
(405) 247-7218

Billings Area Office
Bureau of Indian Affairs
316 North 26th Street
Billings, MT
(406) 657-6381

Eastern Area and Washington
Operating Office
Bureau of Indian Affairs
1951 Constitution Avenue, NW
Washington, DC 20245
(202) 343-7581

Juneau Area Office
Bureau of Indian Affairs
Federal Building, Ninth Floor
Juneau, AK 99802
(907) 586-7174

Minneapolis Area Office
Bureau of Indian Affairs
Chamber of Commerce Building
15 South Fifth Street, NW
Minneapolis, MN 99802
(612) 787-2390

Navajo Area Office
Bureau of Indian Affairs
PO Box 1060
Gallup, NM 87301
(505) 863-9501

Phoenix Area Office
Bureau of Indian Affairs
3030 North Central
Phoenix, AZ 85011
(602) 261-4141

Portland Area Office
Bureau of Indian Affairs
1425 Irving Street, NE
Portland, OR 97208
(503) 234-3361

Department of the Interior
Office of the Assistant Secretary for Fish and Wildlife and Parks

National Park Service
18th and C Streets, NW
Washington, DC 20013

THE SERVICE

Since its creation in 1916, the **National Park Service** has preserved, protected and managed the natural, cultural, historical and recreational areas of the National Park system. At present, the park system has more than 330 units and 77 million acres of land in all 50 states, Puerto Rico, Guam and the U.S. Virgin Islands.

Many different types of areas make up the park system. In addition to 39 National Parks, the system contains national preserves, historic sites, battlefields, seashores and lakeshores, national rivers, parkways and recreation areas. The system also contains 92 national monuments including natural reservations, historic fortifications, historic ruins and memorials. These sites attract approximately 250 million recreation visits annually.

Major(s)	Degree(s)
Archeology	AB, MA, PhD
Business Administration	BS, MS, PhD
Communications	BA, MA, PhD
Forestry	BS, MA, PhD
History	BA, MA, PhD
Liberal Arts	AB, MS, PhD
Physical Science	BS, MS, PhD

GS Level(s)	Occupational Titles(s)
5/12	Accountant
5/7	Administrative Assistant
5/12	Computer Scientist
3/7	Park Ranger
SP-1/12*	Park Police
5/12	Recreation Manager

*SP=Special Police

Mount Rushmore. Ken Smith/NPS Photo

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

Headquarters
Branch of Personnel Operations
National Park Service
18th and C Streets, NW
PO Box 37127
Washington, DC 20013
(202) 343-4648

Alaska Regional Office
National Park Service
2525 Gambell Street
Anchorage, AK 99503
(907) 271-4110

Harpers Ferry Center
National Park Service
Byrd Brady Building
Harpers Ferry, WV 25425
(304) 925-6371 (Extension 6234)

Mid-Atlantic Regional Office
National Park Service
143 South Third Street
Philadelphia, PA 19106
(215) 597-4056

Midwest Regional Office
National Park Service
1709 Jackson Street, NE
Omaha, NE 68102
(402) 221-3456

National Capital Regional Office
National Park Service
1100 Ohio Drive, SW
Washington, DC 20242
(202) 426-6717

North Atlantic Regional Office
National Park Service
15 State Street
Boston, MA 02109
(617) 223-6343

Northwest Regional Office
National Park Service
2001 Sixth Avenue
Seattle, WA 98121
(206) 442-5038

Rocky Mountain Regional Office
National Park Service
655 Parfet Street
PO Box 25287
Denver, CO 80225
(303) 234-3039

Southeast Regional Office
National Park Service
75 Spring Street, SW
Atlanta, GA 30303
(404) 221-5711

Southwest Regional Office
National Park Service
1100 Old Santa Fe Trail
PO Box 728
Santa Fe, NM 87501
(505) 988-6425

Western Regional Office
National Park Service
450 Golden Gate Avenue
Box 36063
San Francisco, CA 94102
(415) 556-4540

Department of the Interior
Office of the Assistant Secretary for Fish and Wildlife and Parks

U.S. Fish and Wildlife Service
18th and C Streets, NW
Washington, DC 20240

THE SERVICE

The U.S. Fish and Wildlife Service conserves, enhances and protects wildlife and their habitats for the continuing benefit of people through Federal programs relating to wild birds, endangered species, certain marine mammals, inland sport fisheries, and specific fishery and wildlife research activities. The Service has three objectives:

- to assist in the development and application of an environmental stewardship ethic for the American society based on ecological principles, scientific knowledge of fish and wildlife and a sense of moral responsibility;
- to guide the conservation, development and management of the nation's fish and wildlife resources, and
- to administer a national program to give the public opportunities to understand, appreciate and wisely use fish and wildlife resources.

The Service and its predecessor agencies have participated in the Cooperative Unit Program since 1935. The Federal legislative mandate under which the units operate lists research, graduate education and training and technical assistance as the major functions of the program. The cooperating parties include the Service, state conservation agencies, and universities or colleges that enter into cooperative agreements for research and education relating to fish and wildlife. The units are located at Land Grant colleges nationwide. Service employees associated with the units serve on the university faculties, conduct research, train graduate students and serve as sources of employment information. Colleges and universities in many states offer courses in fish and wildlife management or in closely related fields.

Major(s)	Degree(s)
Biology	BS, MS, PhD
Liberal Arts	BA, MA

GS Level(s)	Occupational Title(s)
5/12	Wildlife Biologist
5/12	Fisheries Biologist
5/12	Refuges Manager
5/12	Special Agent Wildlife

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

Headquarters
U.S. Fish and Wildlife Service
18th and C Streets, NW
Washington, DC 20240
(202) 343-6104

Region I
U.S Fish and Wildlife Service
500 NE Multnomah Street
Lloyd 500 Building, Suite 1
Portland, OR 97232
(503) 231-6136

Region II
U.S. Fish and Wildlife Service
500 Gold Avenue, SW
Albuquerque, NM 87103
(505) 766-2033

Goose banding in Cold Bay, Alaska.

Dwight Mumma/USFWS Photo

Catching Sandhill Crane colts.

William Radke/USFWS Photo

Region III
U.S. Fish and Wildlife Service
Federal Building, Fort Snell
Twin Cities, MN 55111
(612) 725-3585

Region IV
U.S. Fish and Wildlife Service
Richard B. Russell Federal
Building
75 Spring Street, SW
Suite 1376
Atlanta, GA 30303
(404) 221-6414

Region V
U.S. Fish and Wildlife Service
One Gateway Center
Room 612
Newton Corner, MA 02158
(617) 965-5100

Region VI
U.S. Fish and Wildlife Service
PO Box 25486
Denver Federal Center
Denver, CO 80225
(303) 234-3865

Region VII
U.S. Fish and Wildlife Service
1011 East Tudor Road
Anchorage, AK 99503
(907) 786-3301

Department of the Interior
Office of the Assistant Secretary for Land and Minerals Management
Office of Surface Mining Reclamation and Enforcement

1951 Constitution Avenue, NW
Washington, DC 20240

THE OFFICE

The **Office of Surface Mining Reclamation and Enforcement (OSM)** was established in the Department of the Interior by the Surface Mining Control and Reclamation Act of 1977.

The OSM's main objectives, now that most coal mining states have assumed prime responsibility for regulating coal mining reclamation activities within their borders, are to oversee mining and reclamation in these states, to assist the states in meeting the objectives of the Act, and to regulate mining and reclamation activities in the states that choose not to assume prime responsibility.

Major(s)	Degree(s)
Accounting	BA, MA
Biology	BS, MS
Engineering	BS, MS, PhD
Hydrology	BS, MS

GS Level(s)	Occupational Title(s)
5/12	Surface Mining Reclamation Specialist
5/12	Engineer
5/12	Hydrologist
5/12	Civil and Mining Engineer
5/12	Fee Compliance Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Office of Surface Mining
Reclamation and Enforcement
1951 Constitution Avenue, NW
Washington, DC 20240
(202) 343-4665

Department of the Interior
Office of the Assistant Secretary for Land and Minerals Management

Minerals Management Service
12203 Sunrise Valley Drive
Reston, VA 22091

THE SERVICE

In July 1981, the Commission on Fiscal Accountability of the Nation's Energy Resources was directed to investigate the alleged loss of millions of dollars in royalty revenues from mineral leases because of inadequate accounting controls and field inspection practices. The result of the Commission's investigation was a report consisting of 60 recommendations submitted to the Secretary in January 1982. As recommended by the Commission, on January 19, 1982, the Minerals Management Service (MMS) was established from existing organizations as a separate Bureau within the Department of the Interior. The MMS handles leasing and resource management functions for the nation's Outer Continental Shelf, and for submerged lands off the coasts with the potential to supply a significant portion of this nation's future oil and gas needs. The Service leases offshore areas for exploration and production and closely monitors drilling and production to protect the coastal environments and ensure proper royalty collection.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)
Any Science	BS, MS, PhD
Biology	BS, MS, PhD
Engineering	BS, MS, PhD
Geology	BS, MS, PhD
Geophysics	BS, MS, PhD

GS Level(s)	Occupational Title(s)
5/12	Geologist
5/12	Petroleum Engineer
5/12	Geophysicist
5/12	Oceanographer
5/12	Environmental Protection Specialist
5/9	Administrative

FOR FURTHER INFORMATION CONTACT

The Personnel Officer at one of the following locations:

Personnel Division, MS 634
Headquarters
Minerals Management Service
12203 Sunrise Valley Drive
Reston, VA 22091
(703) 435-6120

(Covers: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, Virgin Islands, West Virginia, Wisconsin and the Washington, DC, metropolitan area.)

Alaska Administrative Service Center

Personnel Office
Minerals Management Service Center
605 West Fourth Avenue
Anchorage, AK 99501
(907) 271-4580

(This Center covers only positions in Alaska.)

Central Administrative Service Center

Personnel Office
Minerals Management Service Center
Box 25165
Denver Federal Center
Denver, CO 80225
(303) 231-3730

(Covers: Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, Texas, Utah, Washington and Wyoming.)

Southern Region

Personnel Office
Minerals Management Service
Southern Administrative Service Center
3301 North Causeway Boulevard
Metairie, LA 70010
(504) 837-4720 (Extension 2884)

(Covers: Outer Continental Shelf Operations in Houma, Lafayette, Lake Charles and Metairie, Louisiana; and Texas. Royalty Compliance in Metairie, Louisiana.)

Department of the Interior
Office of the Assistant Secretary for Land and Minerals Management

Bureau of Land Management
18th and C Streets, NW
Washington, DC 20240

THE BUREAU

The **Bureau of Land Management (BLM)** is responsible for the management, conservation and development of the resources on more than 270 million acres of public land. The BLM also administers mining and mineral leasing on an additional 300 million acres of Federal, state, and private land. In 1976, 30 years after its formation, BLM was given its "organic act," the Federal Land Policy and Management Act (FLPMA), a comprehensive statement of public land management policy. FLPMA established that public lands are to be managed under principles of multiple use and sustained yield.

Today's BLM is a highly decentralized bureau. It operates with three Centers, 12 State Offices, 58 District Offices, and 143 Resource Area Offices throughout the country, mostly in the Western states. BLM policy guidance comes from Washington, DC, Headquarters, while most of the decisions are made at the local level by the Center, State, District and Area Offices.

Renewable and non-renewable resources of the public lands include range, timber, minerals, watershed, recreation, wildlife, aquatic habitat, archaeological deposits and wilderness. In order to manage, conserve and develop the public domain for the multiple use of these resources, BLM has a wide range of resource management activities that require the skills and services of many professions and occupations. BLM is responsible for administering rangeland; carrying out resource management programs; providing recreation areas; issuing leases and overseeing operations for oil, gas and other mineral development on public land; selling timber from BLM administered lands; maintaining public land records and performing cadastral survey and resurvey.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled National *Student Employment and Work Training Programs.*)

Other unique student and faculty employment programs offered by the BLM include the following:

- Science/Math Fellowship—Temporary appointment (1,040 hours work per calendar year) for high school science or math teachers, or full-time students at accredited high schools, colleges or universities pursuing work-related majors who will perform nonclerical work in positions GS-7 and below, assisting scientific, professional and technical employees.
- Graduate Fellowship—Temporary appointments (one year or less/may be renewed only once) for graduate students who will perform professional, scientific or analytical work necessary to obtain a graduate degree.
- Faculty Fellowship—Temporary (one year or less) appointments for faculty members of accredited colleges or universities who have special qualifications for positions of a scientific, professional, analytical, employee development or instructional nature.
- Intergovernmental Personnel Act (IPA) Assignments—Temporary appointments (not to exceed two years) for faculty members and administrators of accredited colleges and universities to perform mission related work in the Bureau's field offices. Also, IPA assignments can be made for BLM personnel to perform curricula modification, for example, at colleges and universities.

Wrangle roping a wild horse during roundup at the Pryor Mountain Wild Horse Range in Montana. BLM Photo

Bureau of Land Management Area Manager surveying the bottom of an open pit mine, Clipper Mine, Nevada. BLM Photo

Major(s)	Degree(s)
Animal Science	BS, MS, PhD
Anthropology	BS, MS, PhD
Archaeology	BA, MA, PhD
Biology	BS, MS, PhD
Botany	BS, MS
Cartography	BS, MS
Computer Science	BS, MS
Criminal Justice	AA, BA
Economics	BA, MA, PhD
Engineering	BS, MS, PhD
Environmental Science	BS, MS, PhD
Forestry	BA, BS, MS, PhD
Geography	BS, MS, PhD
Geology	BS, MS, PhD
Hydrology	BS, MS, PhD
Land Surveying	BS, MS
Law	JD
Liberal Arts	BA, MA, PhD
Physical Science	BS, MS, PhD

FOR FURTHER INFORMATION CONTACT

Division of Personnel
Bureau of Land Management
18th and C Streets, NW (MIB)
Washington, DC 20240
(202) 343-3193

For Student/Cooperative Education/Faculty Employment Programs Contact (202) 343-7978

For the Student Volunteer Program Contact (202) 653-8811

For Inquiries in the Field Contact the Personnel Officer at One of the Following Area Offices:

Alaska State Office
Bureau of Land Management
701 C Street, Box 13
Anchorage, AK 99513
(907) 271-5043

Arizona State Office
Bureau of Land Management
3707 North Seventh Street
PO Box 16563
Phoenix, AZ 85011
(602) 241-5522

GS Level(s)	Occupational Title(s)
5/12	Outdoor Recreation Planner
5/12	Archaeologist
5/12	Computer Specialist
5/13	Program Manager
5/12	General Biologist
5/12	Wildlife Biologist
5/12	Range Conservationist
3/9	Range Technician
5/12	Forester
3/12	Forestry Technician
7/13	Mining Engineer
5/11	Engineering Technician
5/11	Electronics Technician
5/13	Petroleum Engineer
7/13	Civil Engineer
5/12	Land Law Examiner
5/12	Realty Specialist
7/9	Botanist
7/9	Soil Conservationist
5/12	Accountant
2/9	Accounting Technician
7/12	Budget Analyst
7/12	Landscape Architect
5/12	Contract/Procurement Specialist
5/13	Geologist
9/13	Physical Scientist
9/12	Cartographer
3/12	Cartographic Technician
5/13	Land Surveyor
2/9	Surveying Technician
7/12	Hydrologist
9/12	Criminal Investigator

WG* Level(s)	Occupational Title(s)
4/10	Maintenance Mechanic
5/11	Engineering Equipment Operator

*WG = Wage Grade

Boise Interagency Fire Center
Bureau of Land Management
3905 Vista Avenue
Boise, ID 83705
(208) 389-2517

California State Office
Bureau of Land Management
Federal Office Building
2800 Cottage Way
Sacramento, CA 95825
(916) 978-4807

Colorado State Office
Bureau of Land Management
2850 Youngfield Street
Lakewood, CO 80215
(303) 236-7177

Service Center
Bureau of Land Management
Federal Center, Building 50
Denver, CO 80225
(303) 234-2159

Eastern States Office
Bureau of Land Management
350 South Pickett Street
Alexandria, VA 22304
(202) 343-7645

Idaho State Office
Bureau of Land Management
3380 Americana Terrace
Boise, ID 83706
(208) 334-1408

Montana State Office
Bureau of Land Management
Granite Tower
222 North 32nd Street
Billings, MT 59107
(406) 657-6175

Nevada State Office
Bureau of Land Management
850 Harvard Way
PO Box 1200
Reno, NV 89520
(702) 784-5881

New Mexico State Office
Bureau of Land Management
U.S. Post Office and Federal Building
South Federal Building
PO Box 1449
Santa Fe, NM 87501-1449
(505) 988-6274

Oregon State Office
Bureau of Land Management
Lloyd Center Building
825 NE Multnomah Street
PO Box 2965
Portland, OR 97208
(503) 231-6288

Phoenix Training Center
Bureau of Land Management
5050 North 19th Avenue
Suite 300
Phoenix, AZ 85015
(602) 241-5522

Utah State Office
Bureau of Land Management
324 South State Street
CFS Finance Center Building
Suite 30
Salt Lake City, UT 84111-2303
(801) 324-3070

Wyoming State Office
Bureau of Land Management
2515 Warren Avenue
Cheyenne, WY 82003
(307) 772-2354

International Trade Commission

500 E Street, SW
Washington, DC 20436

THE COMMISSION

Formerly the U.S. Tariff Commission, the **International Trade Commission (ITC)**, serves the Congress and the President as an advisory, fact-finding agency on tariff, commercial policy and foreign trade matters.

The Commission conducts a variety of investigations which usually involve public hearings. It also undertakes research and special studies relating to the commercial policy and international trade of the United States. The major types of Commission investigations are briefly described as follows:

Investigations Requested by the President or the Congress

Public investigations in this category usually involve the effects on domestic industries of changes in U.S. tariff provisions and in U.S. imports of specific products.

Dumping Investigations

Whenever the Secretary of Commerce finds that imported merchandise is being sold in the United States at less than fair value, the ITC determines whether a domestic industry may be injured or prevented from being established as a result.

Countervailing Duty Investigations

Whenever the Secretary of Commerce finds that imported merchandise has been subsidized, the ITC determines whether a domestic industry may be injured or prevented from being established.

Import Interference with Agricultural Programs

Investigations are conducted on imports that could materially interfere with Department of Agriculture commodity programs.

Unfair Practices in Import Trade

The Commission looks into allegations that unfair methods of competition are being used in the importation of articles into the United States.

Special Research Studies

Special research studies provide information on foreign trade problems to be used by U.S. officials in developing policy.

Tariff Schedules and Summaries

The Commission regularly issues publications containing current U.S. tariff schedules and related matters.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
International Trade Commission
500 E Street, SW
Washington, DC 20436
(202) 252-1651

Major(s)	Degree(s)
Agricultural Economics	BA, MA, PhD
Business Administration	BA, MBA
Chemistry	BS, MS
Computer Science	BS, MS
Economics	BA, MA, PhD
Engineering	
Electrical	BS, MS
Electronics	BS, MS
Industrial	BS, MS
Mechanical	BS, MS
Forestry	BS, MS
International Economics	BA, MA, PhD
Law	LLB, JD, LLM
Library Science	MLS
Marketing	BA, MBA
Metallurgy	BS, MS
Mineral Economics	BA, MA
Textile Technology	BS, MS

The Commission is primarily interested in applicants with four-year college degrees and higher level studies.

GS Level(s)	Occupational Title(s)
5/14	Economist
9/11	Law Clerk
11/15	Attorney
5/7/9	Paralegal Specialist
9/11/12	International Trade Analyst
5/7/9/11/12	Computer Specialist
9	Librarian

Generally, applications for employment are accepted only during open periods of vacancy announcements. Vacancies are publicized throughout the Washington, DC, metropolitan area; in many publications that announce Federal job opportunities; and through college placement offices.

Department of Justice

10th and Constitution Avenue, NW
Washington, DC 20530

THE DEPARTMENT

The **Department** of **Justice** has been described as the largest law office in the world. The Attorney General is the chief legal officer and the U.S. Government is the Attorney General's client. The Department of Justice is the Attorney General's staff. The staff, with approximately 72,000 persons throughout the world, performs many law enforcement functions in addition to providing legal services to the Government. The Department of Justice consists of 32 components. The Headquarters Offices and Divisions provide overall Department policy and program direction and focus the activities of the Bureaus on the judicial and law enforcement goals of the nation.

> *Government is a trust, and the officers of the government are trustees; and both the trust and the trustees are created for the benefit of the people.*
> Henry Clay

The **Civil Division,** in its role as the Government's lawyer, represents both Federal agencies and the people of the United States. Many of the Division's cases have significant domestic and foreign policy implications. Since the Government engages in buying, selling and other ventures similar to those of a modern corporation, the Division handles the complete spectrum of legal problems encountered by private enterprise.

The **Civil Rights Division** is responsible for enforcing the nation's laws and Executive Orders relating to civil rights. These laws prohibit discrimination in housing, public education, voting, employment, public accommodations, and credit on the basis of race, national origin, color, and religion. Laws also prohibit discrimination on the basis of sex, age and handicap.

The **Criminal Division** formulates Federal criminal law enforcement policies and conducts selected prosecutions. The Division oversees the prosecution of criminal offenses under more than 900 statutes.

The **Land and Natural Resources Division** handles litigation involving the protection and enhancement of the American environment and wildlife resources; acquires, administers and disposes of public land, water and mineral resources; and safeguards Indian rights and property.

The **Tax Division** represents the United States and its officers in civil and criminal litigation involving Federal, state and local taxes. The Internal Revenue Service is its major client.

Competition is the fundamental economic policy of the United States. The responsibility of the **Antitrust Division** is to promote and maintain competitive markets. As a law enforcement organization, the Division brings criminal and civil antitrust cases. As a competition advocate, its staff appears before Congressional committees and Federal regulatory agencies.

The **Justice Management Division** exercises department-level oversight and control over selected management operations and provides the Department with administrative services in such areas as finance, personnel, budget administration, procurement and computer support.

Separate descriptions of the largest Offices and Bureaus within the Justice Department are contained in this section. Also included is a description of the Department's Attorney appointment programs. Attorneys appointed through these programs may be employed in any of the Offices, Divisions and Bureaus.

Major(s)	**Degree(s)**
Business Administration	BA, BS
Computer Science	BS
Criminal Justice	BA, BS, MS
Electronics Engineering	BS
Law Enforcement	BA, BS, MS
Liberal Arts	BA
Mathematics	BS
Paralegal Studies	BA, BS
Political Science	BA, BS

GS Level(s)	**Occupational Title(s)**
5/7	Computer Scientist
5/7	Paralegal Specialist
5/7/9	Budget Analyst

(See next page, Office of Attorney Personnel Management) for attorney employment information.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Services
Department of Justice
Suite 6259, Main Building
10th and Constitution Avenue, NW
Washington, DC 20530
(202) 633-4615

Department of Justice

Office of Attorney Personnel Management
10th and Constitution Avenue, NW
Washington, DC 20530

THE OFFICE

The **Department of Justice** has been described as the largest law office in the world. As noted above, the Attorney General is the Federal Government's chief legal officer, and the U.S. Government is the Attorney General's client. The Department's Attorneys provide legal advice to the President, and represent the Executive Branch in court.

Major(s)	Degree(s)
Law	JD, LLB

GS Level(s)	Occupational Title(s)
11	Attorney (just received JD)
12	Attorney (received JD and has completed a judicial clerkship)
11	Summer law intern (just received JD and will begin a judicial clerkship in the fall)
7	Summer law intern (completed two years of law school by the summer of employment)
5	Summer law intern (completed one year of law school by the summer of employment)

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Other Attorney and Law Student Programs Include:

Attorney General's Honors Program

The Attorney General's Honors Program, which is highly competitive, serves as the Department's recruitment program (for all Department organizations except the U.S. Attorneys' Offices and the Federal Bureau of Investigation) for outstanding third-year law students, graduate law students (applying in the fall of the last year of their graduate law study) and judicial law clerks. The Honors Program is the only way the Department hires graduating law students. Approximately 100 Attorneys are hired under this program each year. Recruitment for the Honors Program occurs during the autumn preceding the year of employment. The specific September deadline date is indicated on each year's Honors Program application form.

Honors Program applications and instructions are available in law school placement offices throughout the country by late August each year.

Summer Law Intern Program

The Department hires approximately 90-100 second-year law students annually under the Summer Law Intern Program (SLIP). A limited number of first-year law students are also hired under this program. Additionally, a Summer Law Intern position may also be offered to a law school graduate the summer between graduation and the commencement of a judicial clerkship. Recruitment for the Summer Law Intern Program is undertaken during the autumn preceding the year of employment. The specific September deadline date is indicated on each year's Summer Law Intern Program application form. Applications and instructions are available in law school placement offices nationwide by late August of each year. The Summer Law Intern Program is highly competitive.

Law Student Programs

Most law student positions are located in the Washington, DC, area. Law students who transfer to a Washington, DC, area law school for a semester or longer are encouraged to apply for law student positions, using the Law Student Program application form. Field Offices may advertise available law student positions through law school placement offices outside the Washington, DC, area. The Part-Time, Work-Study Intern and Volunteer Programs are open to law students who have not yet received their JD degrees; graduate law students are not eligible. There are no deadlines for these programs, and applications can be submitted at any time. For further information, candidates should contact their law school placement offices or the Office of Attorney Personnel Management.

Part-Time Program

There are some paid, part-time positions available in the Department of Justice during the regular school year, i.e., September through May. Paid positions for the summer months are filled through the Summer Law Intern Program. Students who are attending law school full time may not work more than 20 hours per week. The salary for a student who has completed the second year of law school is at the GS-7 level. The salary for a law student with less time in law school is at the GS-5 level.

Work-Study Intern Program

These positions are without compensation but are for course credit or part of a work-study program when permitted by the student's law school. Students should contact their law schools for specific intern or work-study requirements prior to applying for a position.

Volunteer Program

Students who want to gain significant work experience with the Department may apply for positions as volunteers. These positions are without compensation. The number of hours worked in a volunteer capacity is agreed upon by the student and the supervisor, but a student may not exceed 20 hours per week while attending law school full time.

FOR FURTHER INFORMATION CONTACT

Office of Attorney Personnel
Management
Department of Justice
Room 4311, Main Building
10th and Constitution Avenue,
NW
Washington, DC 20530
(202) 633-3396

Department of Justice

Executive Office for U.S. Attorneys
10th and Pennsylvania Avenue, NW
Washington, DC 20530

THE OFFICE

The **Executive Office for U.S. Attorneys** is located in Washington, DC, and performs certain support functions for the U.S. Attorneys' non-litigative activities, including the Law Enforcement Coordinating Committees, general executive assistance, certain administrative and legal services, personnel, training and oversight for the U.S. Attorneys' Offices. These support and oversight functions include the formulation and execution of annual budgets for the operation of the 94 U.S. Attorneys' Districts; development and maintenance of legal and management information systems; direction in conducting debt collection activities; provision of space, security, telecommunications, equipment, and libraries; and other services for U.S. Attorneys' Offices. The Executive Office also serves a liaison function for U.S. Attorneys with the legal Divisions and other organizations.

The U.S. Attorneys and their assistants are responsible for the vast bulk of criminal and civil litigation for the United States. Federal law places upon the Attorney General responsibility for the conduct of litigation affecting the interests of the United States. Officers throughout the country handle such litigation and appear in the various Federal courts as the Government's advocates. These field officers are the U.S. Attorneys. There are 93 U.S. Attorneys stationed throughout the United States, Puerto Rico, the Virgin Islands, Guam and the Northern Mariana Islands. One U.S. Attorney is assigned to each Judicial District with the exception of Guam and the Northern Mariana Islands, where a single U.S. Attorney serves both Districts.

The U.S. Attorneys perform their responsibilities with the support of 2,654 Assistant U.S. Attorneys and 3,169 non-attorney personnel.

The Executive Office and the U.S. Attorneys' Offices utilize individuals with a wide variety of two-year, four-year, and graduate degrees in administrative and legal support positions.

Major(s)	Degree(s)
Business Administration	BA
Computer Science	BA, BS
Paralegal Studies	AA, BA

GS Level(s)	Occupational Title(s)
5/7	Paralegal Specialist
5/7	Computer Specialist
5/7	Administrative Officer

These positions are filled throughout the year from Office of Personnel Management registers, from special Schedule B authorities administered by the Executive Office and by individuals already possessing competitive Civil Service status.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For specific information concerning employment opportunities in the U.S. Attorneys' Offices, an applicant should write directly to the Administrative Officer of the U.S. Attorney's Office in which the applicant is interested. All recruitment is handled independently within each office. The address of the nearest U.S. Attorney's Office may be found in the telephone book under "U.S. Government" or may be obtained from the following Office:

Security and Personnel Staff
Executive Office for U.S.
Attorneys
Room 6200, Patrick Henry
Building
10th and Pennsylvania Avenue,
NW
Washington, DC 20530

Department of Justice

Office of Justice Programs
633 Indiana Avenue, NW
Washington, DC 20531

THE OFFICE

The **Office of Justice Programs (OJP)** helps foster the cooperation and coordination needed to make the nation's criminal justice system function more effectively. OJP, under the direction of an Assistant Attorney General, has five major Bureaus or Offices. Each program Bureau/Office retains independent authority in awarding funds to carry out programs it sponsors, and together these components constitute a single agency aimed at implementing innovative programs and promoting improvements in the nation's criminal and juvenile justice systems.

OJP has the following major Bureaus/Offices:

The **Office for Victims of Crime (OVC)** develops and directs programs to improve the response of the criminal justice system to victims of crime and to facilitate state implementation of the recommendations of the President's Task Force on Victims of Crime, the Attorney General's Task Force on Family Violence and the President's Child Safety Partnership. It administers a Crime Victims Fund that supports state programs to compensate victims of crime and backs projects that provide assistance to crime victims and their families. In addition, OVC supports projects such as training for criminal justice personnel and development of model legislation, and it administers the Federal Crime Victims Assistance Program.

The **Bureau of Justice Assistance (BJA)** acts as an agent for change in state and local criminal justice agencies. Through its block grant, formula grant, demonstration, training, and technical assistance programs, BJA helps state and local jurisdictions improve their criminal justice operations, prevent and reduce crime, and enforce laws prohibiting drug use and trafficking. BJA tests the findings of research sponsored by the National Institute of Justice and other organizations and implements programs proven successful in jurisdictions around the country. The programs are thoroughly evaluated; elements critical to success are documented and implementation of successful projects is encouraged through the block and formula grant programs.

The **Bureau of Justice Statistics (BJS)** serves as an independent and objective national center that provides information on crime to the President, the Congress, the judiciary, state and local governments, the general public and the media. It collects, analyzes, publishes and disseminates statistical information on crime, victims of crime, criminal offenders and the operations of justice systems at all levels of government. BJS also provides financial and technical support to state statistical agencies and analyzes national information policy on such issues as the privacy, confidentiality and security of data and the interstate exchange of criminal records.

The **National Institute of Justice (NIJ)** sponsors research to develop knowledge about crime, its causes and control. Priority is given to policy-relevant research that can yield approaches and information that state and local agencies can use in preventing and reducing crime. NIJ research focuses on such emerging issues in law enforcement and criminal justice as targeting resources, assuring their effective allocation, and developing new means of cooperation between the public and the private sectors. In establishing its research agenda, the Institute is guided by the priorities of the Attorney General and the needs of the criminal justice field. The Institute solicits the views of police, courts and corrections practitioners as well as the private sector to identify the most critical problems and to plan research that can help resolve the problems.

The **Office of Juvenile Justice and Delinquency Prevention (OJJDP)** provides Federal-level direction, coordination, resources and leadership in response to national concern about juvenile crime and delinquency. OJJDP assists state and local governments in improving juvenile justice system operations and support programs to reduce delinquency. It also grants funds directly to public and private agencies and individuals to foster new approaches to delinquency prevention and control. Through its National Institute for Juvenile Justice and Delinquency Prevention, it sponsors research on trends in juvenile delinquency and serious juvenile crime, the causes of delinquency, preventive strategies and improvements of the juvenile justice system. In addition, OJJDP's Missing Children's Program provides a central focus for research, data collection, policy development, and information concerning missing and exploited children.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)
Accounting	BS
Computer Science	BS
Social Sciences (Criminal Justice)	MS, PhD
Statistics (General)	MS, PhD
Statistics (Social Science)	MS, PhD

The Office of Justice Programs typically recruits graduate students at the following levels:

GS Level(s)	Occupational Title(s)
9/11/12	Statistician (General)
9/11/12	Statistician (Social Science)
9/11/12/13	Social Science Analyst
5/7	Accountant
5/7	Computer Programming Specialist

FOR FURTHER INFORMATION CONTACT

Personnel Office
Office of Justice Programs
Department of Justice
Attention: College Recruiting
633 Indiana Avenue, NW
Washington, DC 20531
(202) 724-7725

Department of Justice

Federal Bureau of Investigation
10th and Pennsylvania Avenue, NW
Washington, DC 20520

THE BUREAU

The Federal **Bureau of Investigation (FBI)**, founded in 1908 as the Bureau of Investigation, serves as the investigative arm of the Department of Justice. The FBI has jurisdiction over 200 types of cases, including white-collar crime, organized crime, foreign counterintelligence, public corruption, civil rights violations, terrorism, Federal drug violations, kidnapping, bank robbery and interstate criminal activity. The FBI also works with other Federal, state and local law enforcement agencies to investigate matters of joint interest.

Through its forensic laboratories, fingerprint files and National Crime Information Center, the FBI acts as a resource and clearinghouse for local and state law enforcement agencies throughout the United States.

FBI Headquarters is in Washington, DC. The FBI has 59 Field Offices throughout the United States and its possessions. Today's FBI is a professional law enforcement service that offers a variety of challenging and rewarding career paths to men and women who are interested in serving the needs of the nation. Federal Bureau of Investigation positions are not part of the regular Civil Service competitive system, and the Office of Personnel Management does not accept applications for these positions. All employees must be available for assignments which may require overtime, night or weekend duty. Prospective FBI employees are required to submit to urinalysis for drug abuse prior to employment.

> *There is nothing more fulfilling than to serve your country and your fellow citizens and to do it well.*
>
> President George Bush

Special Agent Careers. A Special Agent with the FBI must have analytical skills and the ability to make sound, independent decisions. Applicants must have reached their 23rd birthdays, but not their 35th, and be willing to accept assignment anywhere within the United States or its territories. Excellent physical health, including good vision and hearing, is essential. Each applicant for the position of Special Agent must be a U.S. citizen and have a valid driver's license. There are five Special Agent entry programs:

Law. This program requires a degree from an accredited law school, and two years of undergraduate training at a resident college or university.

Accounting. This program requires a BS degree with a major in accounting from an accredited college or university and certification that the applicant is eligible to take the CPA examination.

Language. This program requires a BS or BA degree in any discipline and fluency in one or more foreign languages as determined by the FBI's need.

Engineering/Science. This program requires a BS or advanced degree in electrical, mechanical, or computer science engineering. A variety of physical science-related degrees and experience also qualify under this program.

Diversified. This program requires a baccalaureate degree in any discipline and a minimum of three years' full-time work experience. A candidate with a graduate degree needs only two years' full-time work experience.

GS Level(s) and Occupational Title(s)

Special Agents begin at the GS-10 level and serve a one-year probationary period. Special Agents can progress to GS-13 in field assignments and become eligible for a variety of supervisory/management positions in a career development program at grades up to GS-18.

Non-Agent Technical Career Paths. The FBI can also offer excellent career options to those with special skills and training in the following areas.

Major(s)	Degree(s)
Biology	BS
Chemistry	BS
Computer Engineering	BS
Computer Science	BS
Cryptology	BA
Languages (Other)	BA
Polish	BA
Russian	BA
Spanish	BA
Photography	BA, BS
Physics	BS

Those with advanced degrees and experience are preferred. Applicants must be U.S. citizens.

GS Level(s)	Occupational Title(s)
5/7	Electronics Engineer
5/7	Computer Specialist
5/7	Biologist
5/7	Chemist
5/7	Physicist
5/7	Microbiologist
5/7	Language Specialist
5/7	Photographer

Non-agent Technical Career Paths have a variety of pay levels based primarily on education and experience.

Support Positions. There is also a variety of general support positions available with the FBI. Most are at FBI Headquarters in Washington, DC, although some support positions are available in FBI Field Offices. Support positions require U.S. citizenship, good health and high school diplomas or their equivalents.

Clerks. These positions require the skills needed for indexing, filing and general office duties. Typing ability is not a requirement, but is desirable.

Typists. These positions require accurate typing ability of 40 WPM and familiarity with general office equipment and procedures.

Stenographers. These positions require typing of 40 WPM and the ability to take dictation at 80 WPM with 75 percent accuracy.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Initial Step. Those interested in careers with the FBI are encouraged to apply. The FBI is a large, diverse organization in which one can find competitive pay and benefits with many opportunities for advancement. Once selected for a position with the FBI, an employee will have the opportunity to receive further training and advance to positions of greater responsibility.

To obtain additional information and the necessary application forms, contact the Applicant Coordinator at the nearest FBI Office. All employment matters are initiated through local FBI Field Offices.

Department of Justice

Bureau of Prisons
320 First Street, NW
Washington, DC 20534

THE BUREAU

The **Bureau of Prisons** was established by an Act of Congress in 1930, to consolidate what was then a scattered system of relatively independent prisons holding Federal inmates. The Bureau of Prisons is responsible for the care and custody of offenders convicted of Federal crimes and sentenced by the courts to serve time in Federal institutions. It is composed of approximately 50 correctional institutions of various types, nationwide, five Regional Offices and the Central Office in Washington, DC. Positions in Federal institutions are considered law enforcement positions and as such have a maximum entry age of 34 for initial appointment. Nationwide, the Bureau of Prisons employs more than 12,000 people. About half of the new hires are for Correctional Officer positions.

The Bureau of Prisons is making significant progress in increasing the professionalism of its staff. Today, a third of the more than 12,000 employees of the Bureau of Prisons have college backgrounds. More than 31 percent of new Bureau of Prisons employees are members of minority groups and 31 percent are women. Minorities now constitute nearly 26 percent of all employees, compared with 8 percent in 1971, when the Bureau implemented its minority recruitment program.

Women are making significant advancements in traditionally male-dominated positions. Today, women comprise 21.6 percent of the workforce, compared with 11 percent in 1971. College and specifically targeted recruitment continue to be the major sources for ensuring representative applicant pools.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Chief of Recruiting
Bureau of Prisons
Home Owners Loan Corporation
Building, Room 400
320 First Street, NW
Washington, DC 20534
(202) 724-3072

Major(s)	Degree(s)
Accounting	BS, BA with 24 semester hours in accounting
Clinical Psychology	PhD
Criminal Justice	BA, BS, MS, MA
Dentistry	DDS
Education	BA, MA
Law Enforcement	BA, BS, MS, MA
Medicine (Psychiatry)	MD
Medicine (Various)	MD
Nursing	AS, BS
Social Work	MSW, MA, MS with 24 semester hours in social sciences

GS Level(s)	Occupational Title(s)
6	Correctional Officer
9/11	Correctional Treatment Specialist (Caseworker)
7/9/11	Physician's Assistant
11/12	Clinical Psychologist
5/7/9	Accountant
5/7/9/11	Teacher

Department of Justice

Drug Enforcement Administration
1405 Eye Street, NW
Washington, DC 20537

THE ADMINISTRATION

The **Drug Enforcement Administration (DEA)** is the lead Federal law enforcement agency having the responsibility of combating drug abuse. DEA was established to control narcotics and dangerous-drug abuse more effectively through enforcement and prevention. In carrying out its mission, DEA cooperates with other Federal agencies, with foreign as well as state and local governments, private industry and other organizations. Its objectives are to reach all levels of the source of supply and to seize the greatest possible quantity of illegal drugs before they reach the user. To achieve its mission, DEA has stationed highly trained agents along the numerous routes of illicit traffic, both in the United States and in foreign countries.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, BS, MA, MS	5/7	Diversion Investigator
Accounting	BA, BS, BBA	7/9	Special Agent
Chemistry	BS	5/7	Chemist
Chinese	BA	7/9	Special Agent
Computer Science	BA, BS	7/9	Special Agent
Criminal Justice	BA, BS, MA, MS	5/7	Diversion Investigator
Criminal Justice	BA, BS	7/9	Special Agent
Economics	BA, MA	5/7/9	Intelligence Research Specialist
Engineering*	BS	5/7	Chemist
Engineering	BS	5/7/9	Intelligence Research Specialist
Chemical	BS	5/7	Chemist
Chemical	BS	5/7/9	Intelligence Research Specialist
Electronics	BS	7/9	Special Agent
Mechanical	BS	5/7/9	Intelligence Research Specialist
History	BA, MA	5/7/9	Intelligence Research Specialist
Languages	BA	7/9	Special Agent
Law	JD	7/9	Special Agent
Life Sciences	BS	5/7	Chemist
Maritime Studies	BS	7/9	Special Agent
Mathematics	BS, MS	5/7/9	Intelligence Research Specialist
Military Science	BA, MA	5/7/9	Intelligence Research Specialist
Pharmacology	BS, MS	5/7	Diversion Investigator
Pharmacy	BS, MS	5/7	Diversion Investigator
Photography	BA, MA	5/7/9	Intelligence Research Specialist
Physical Science	BS	5/7	Chemist
Political Science	BA, MA	5/7/9	Intelligence Research Specialist
Portuguese	BA	7/9	Special Agent
Pushtu	BA	7/9	Special Agent
Sociology	BA, MA	5/7/9	Intelligence Research Specialist
Spanish	BA	7/9	Special Agent
Toxicology	BS, MS	5/7	Diversion Investigator
Urdu	BA	7/9	Special Agent

* 30 semester hours in chemistry related coursework required

DEA Special Agents. DEA Special Agents conduct criminal investigations and prepare for the prosecution of major violators of the drug laws of the United States. Entry-level salary is at the GS-7 or GS-9 level, depending on the applicant's qualifications, with additional overtime compensation. Careers generally progress to the GS-12 level in three years.

DEA is in need of Special Agents with a variety of skills, abilities and knowledge such as: accounting, pilot/maritime, military officer, foreign languages, technical/mechanical (electronics) and law.

The minimum qualifications for the Special Agent position are:

U.S. citizenship; at least 21 years of age and not older than 34 at appointment; excellent physical condition; valid driver's license and ability to drive a vehicle at maximum highway speeds; uncorrected vision of not less than 20/200 in both eyes, corrected 20/200 in one eye and 20/40 in the other; willingness to relocate to another city in the United States; a college degree in any field and one year of experience conducting criminal investigations, or comparable experience; or, a college degree in any field and one of the following:

A 2.9 overall grade point average (GPA); 3.5 GPA in major field of study; standing in the upper one-third of class of major subdivision; membership in a scholastic honor society; or one year of graduate study.

Diversion Investigators. Diversion Investigators address the problem of diversion of controlled substances from channels where they are legitimately manufactured, distributed and dispensed.

The primary mission of DEA Investigators is to ensure that legitimate handlers of controlled substances are in compliance with existing Federal laws and regulations. A wide range of work activities is employed to accomplish this mission.

Frequently, Investigators are involved in targeted complaint investigations aimed at the most serious registrant violators of controlled substance laws and regulations. These registrants have a documented or suspected history of diversion of drugs into the illicit market. Investigators collect and analyze information developed during their investigation and consult with supervisory personnel to determine if criminal prosecution is warranted. Because Investigators do not carry weapons, make undercover purchases of evidence, control or pay confidential informants, conduct surveillance, perform arrests, or execute search warrants, they work closely with Special Agents who provide assistance in these areas.

Chemists. Forensic Chemists with DEA face a great challenge presented by scientifically sophisticated illicit drug manufacturers who constantly create and sell new and bizarre compounds which must be quickly identified to permit enforcement of Federal regulations and to prevent the availability of such drugs for abuse.

Formal training is conducted at a Federal training facility and includes individual and group exercises. Mobility is a condition of employment. DEA needs will be the first consideration; however, every effort will be made to reconcile agency needs with the desires and preferences of affected employees. Due to the nature of the work, frequent travel may be required.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Drug Enforcement Administration
1405 Eye Street, NW
Washington, DC 20537

Department of Justice

Immigration and Naturalization Service
1425 Eye Street, NW
Washington, DC 20546

THE SERVICE

Under the Immigration and Nationality Act, the **Immigration and Naturalization Service** is both a law enforcement and service-oriented agency with responsibilities ranging from admitting, excluding, investigating, and deporting aliens to guiding and assisting them in gaining entry to the United States, receiving benefits, and becoming naturalized citizens. In addition, the 1986 amendment to the Act calls for the Service to administer programs whereby up to 2 million illegal aliens may become lawful residents. Employers may be fined if they knowingly hire aliens not authorized to work in the United States. Aliens may temporarily reside in the country to meet agricultural labor needs.

Specifically, the Service inspects aliens to determine their admissibility for entry to the United States; accords preference visa classifications to relatives of U.S. citizens and residents, as well as to needed workers; changes the status of aliens from non-immigrant to permanent resident; processes refugees overseas for resettlement in the United States; examines applicants for U.S. citizenship; prevents illegal entry; investigates, apprehends, detains and deports aliens who violate immigration laws; and works with other Federal, state and local law enforcement agencies to stem the flow of illegal drugs to the country. The Service patrols more than 6,000 miles of border with Canada and Mexico, as well as the Gulf and Florida coastlines of the country, and conducts in-depth criminal investigations relating to illegal aliens, including alien smuggling rings.

Border Patrol Agents working along the United States-Mexico border (1987).

INS Photo

Major occupations include: Border Patrol Agent, Special Agent, Immigration Inspector, Immigration Examiner, Deportation Officer, Attorney, Computer Specialist and administrative positions. Many jobs require the ability to speak or to learn Spanish.

While criminal justice studies are not a prerequisite, criminal justice majors may be interested in the Service's law enforcement occupations. Those with computer science degrees may want to apply for positions such as Computer Programmer, Computer Systems Analyst and Computer Specialist. Individuals with other degrees are also encouraged to apply.

Major(s)	Degree(s)
All Majors	BA, BS
Computer Science	BA, BS
Criminal Justice	BA, BS

GS Level(s)	Occupational Title(s)
5	Border Patrol Agent
5	Immigration Inspector
5/7	Special Agent (Criminal Investigator)
5/7	Computer Programmer
5/7	Computer Systems Analyst
5/7	Computer Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Central Office:
Personnel Division
Immigration and Naturalization Service
1425 Eye Street, NW, Room 6032
Washington, DC 20536
(202) 786-3704

Eastern Region:
Personnel Division
Immigration and Naturalization Service
Federal Building
Burlington, VT 05401
(802) 951-6255

Northern Region:
Personnel Division
Immigration and Naturalization Service
Federal Building, Fort Snelling
Twin Cities, MN 55111
(612) 725-3496

Southern Region:
Personnel Division
Immigration and Naturalization Service
Skyline Center, Building C
311 North Stemmons Freeway
Dallas, TX 75207
(214) 767-6070

Western Region:
Personnel Division
Immigration and Naturalization Service
Terminal Island
San Pedro, CA 90731
(213) 514-6520

Department of Justice

U.S. Marshals Service
Lincoln Place
600 Army-Navy Drive
Arlington, VA 22202

THE SERVICE

The U.S. **Marshals Service** is a bureau within the Department of Justice. Established in 1789, it is the nation's oldest Federal law enforcement agency. The Service has grown from the original 13 U.S. Marshals appointed by President George Washington to 93 Presidentially appointed U.S. Marshals supported by an organization of approximately 2,700 civil servants located throughout the United States, Puerto Rico, the Virgin Islands, Guam and the Northern Mariana Islands. In its 200 years of existence, the agency's responsibilities have also increased dramatically. Today, the U.S. Marshals Service is responsible for: providing protection to the Federal courts, judges, jurors and witnesses; apprehending Federal fugitives; custody and transportation of Federal prisoners; execution of court orders; custody, management and sale of property seized from criminals; administration of the National Asset Seizure and Forfeiture Program; and operation of the Witness Security Program. Through its Special Operations Group, the Service helps prevent civil disturbances and helps restore order in riot or mob violence situations. Most entry-level positions filled within the Service are for Deputy U.S. Marshals. These positions require a written test. However, a limited number of entry-level administrative positions also are filled from time to time.

703
U.S. MARSHAL
U.S. MARSHAL

Tracking down and arresting Federal fugitives is a major responsibility of a Deputy Marshal.
US Marshals Service Photo

Major(s)	Degree(s)
Accounting	BA, BBA
All Majors	BA, BS
Budgeting (Governmental)	BA
Business Administration	BA, BBA
Computer Science	BA, BS
Criminal Justice	BA, BS
Criminology	BA, BS
Data Processing	BA, BS
Economics	BA, BS
Personnel Administration	BA, BS
Police Administration	BA, BS
Police Science	BA, BS
Public Administration	BA, BS

GS Level(s)	Occupational Title(s)
5/7	Deputy U.S. Marshal
5/7	Personnel Specialist
5/7	Management Analyst
5/7	Budget Analyst
5/7	EEO Specialist
5/7	Computer Specialist

FOR FURTHER INFORMATION CONTACT

For Deputy U.S. Marshal Positions

U.S. Marshals Service
600 Army-Navy Drive
Arlington, VA 22202
(202) 307-9400

For Student Employment and Administrative Positions

Personnel Management Division
U.S. Marshals Service
600 Army-Navy Drive
Arlington, VA 22202
(202) 307-9600

Department of Labor

Francis Perkins Building
200 Constitution Avenue
Washington, DC 20210

THE DEPARTMENT

The **Department of Labor** was created by a 1913 Act of Congress as a Cabinet-level agency "to foster, promote and develop the welfare of the wage earners of the United States, to improve their working conditions, and to advance their opportunities for profitable employment."

Although the Department was created to help working people, its services and information benefit many other groups, including employers, business organizations, civil rights groups, government agencies at all levels, and the academic community. Its enforcement activities and job training services, in particular, affect large numbers of individuals who are unemployed or underemployed.

The Department's many responsibilities include: protecting the wages, health and safety, employment and pension rights of working people; promoting equal employment opportunities; providing job training, unemployment insurance and workers' compensation; strengthening free collective bargaining; and collecting, analyzing and publishing labor statistics.

The Department has the following internal components:

Office of the Assistant Secretary for Administration and Management (OASAM). Handles the internal administration of the Department of Labor. OASAM is responsible for budget, financial planning, personnel, data processing, management and review systems and related matters such as internal labor-management relations, equal employment opportunity and civil rights enforcement under Title VII of the Civil Rights Act, security, library, and other administrative services.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS	5/7	Accountant/Auditor
Advertising	MS, MA	9/11	Public Affairs Specialist
All Majors	BS, BA	5/7	Budget Analyst
All Majors	BS	5/7	Computer Programmer/ Analyst
All Majors	BS, BA	5/7	Contract/Procurement Specialist
All Majors	BS, BA	5/7	Equal Employment Opportunity Specialist
All Majors	BS, BA	5/7	Industrial Relations Specialist
All Majors	BS, BA	5/7	Management Analyst
All Majors	BS, BA	5/7	Personnel Management Specialist
All Majors	BS, BA	5/7	Program Analyst
Communications	MS, MA	9/11	Public Affairs Specialist
Computer Science	BS	5/7	Computer Programmer/ Analyst
Creative Writing	MS, MA	9/11	Public Affairs Specialist
Creative Writing	MS, MA	9/11	Writer/Editor
English	MS, MA	9/11	Writer/Editor
Journalism	MS, MA	9/11	Public Affairs Specialist
Journalism	MS, MA	9/11	Writer/Editor
Law (or graduate education in related fields)	MS, MA	9/12	Investigator
Law (or graduate education in related fields)	JD, LLB	9/12	Investigator
Literature	MS, MA	9/11	Writer/Editor

Pension and Welfare Benefits Administration (PWBA). Responsible for administration of certain provisions of the Employment Retirement Income Security Act (ERISA), including those provisions that pertain to the fiduciary responsibilities of such individuals as pension plan administrators, trustees and other parties in inter-

A graduate student doing research in the Department of Labor library. Fleming Rose Photo est. PWBA also considers and grants exemptions for certain provisions, and develops and issues regulations dealing with pension and welfare plans in private industry.

Office of Labor-Management Standards (OLMS). Administers the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) which imposes certain reporting requirements on labor organizations. OLMS also provides technical advice and oversight regarding various internal union activities under the LMRDA.

Office of Administrative Law Judges (OALJ). Presides over formal hearings to determine violations of minimum wage requirements, overtime payments, and health and safety regulations set forth under the Walsh-Healey Act, Longshoremen's and Harbor Workers' Compensation Act, Contract Work Hours Standards Act, Fair Labor Standards Act, Farm Labor Contractor Registration Act of 1963 and Executive Order 11491.

Benefits Review Board (BRB). Reviews and determines appeals raising a substantial question of law or fact, taken by any party in interest, from decisions with respect to claims of employees under the Longshoremen's and Harbor Workers' Compensation Act and its extensions and the Black Lung Benefits Act of 1972 and its extensions.

Bureau of International Labor Affairs (ILAB). Assists in formulating international economic and trade policies affecting American workers. The Bureau also helps administer the U.S. Labor Attache Program, carries out overseas technical assistance projects, arranges programs for foreign visitors to the United States and represents the nation in various international organizations.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Management
Services
National Capital Service Center
Department of Labor
Frances Perkins Building
Room C5516
200 Constitution Avenue, NW
Washington, DC 20210
(202) 523-6677

Department of Labor

Bureau of Labor Statistics
441 G Street, NW
Washington, DC 20212

THE BUREAU

The Bureau of Labor Statistics is the principal data gathering agency of the Federal Government. The Bureau's mission is to collect, process, analyze and publish sensitive statistical data in areas identified for economic research and statistical fact-finding by Congress, other Federal agencies, state governments, business and labor. Data collected and analyzed trace employment and unemployment, consumer prices, producer prices, international prices, national wage trends, productivity, employment costs, economic trends and their effect on the economic outlook, and occupational safety and health.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
All Majors	BS, BA	5/7	Computer Programmer
Computer Science	BS, BA	5/7	Computer Programmer
Economics	BS, BA	5/7	Economist
Mathematics	BS, BA	5/7	Mathematical Statistician
Statistics	BS, BA	5/7	Mathematical Statistician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

College Recruitment/Special
Programs
Bureau of Labor Statistics
Department of Labor
441 G Street, NW, Room 2827
Washington, DC 20212
1-800-523-5334 (Toll free)

Department of Labor

Employment Standards Administration
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

THE ADMINISTRATION

The **Employment Standards Administration (ESA)** has authority to correct a wide range of unfair employment practices. Among the laws and regulations administered and enforced by ESA are those setting employment standards, providing workers' compensation to those injured on their jobs, and requiring Federal contractors and subcontractors to provide equal employment opportunities. Although ESA was formed in 1971, its component offices—the Office of Federal Contract Compliance Programs, the Office of Workers' Compensation Programs and the Wage and Hour Division—have long-established identities of their own.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
All Majors	BS, BA	5/7	Equal Employment Opportunity Specialist
All Majors	BS, BA	5/7	Salary and Wage Specialist
All Majors	BS, BA	5/7	Wage and Hour Compliance Specialist
All Majors	BS, BA	5/7	Workers' Compensation Claims Examiner

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Division of Staffing and Employee Relations
Employment Standards Administration
Department of Labor
Frances Perkins Building
Room S3308
200 Constitution Avenue, NW
Washington, DC 20210
(202) 523-9064

Department of Labor

Employment and Training Administration
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

THE ADMINISTRATION

The **Employment and Training Administration** is responsible for training programs which prepare unskilled and displaced workers for productive employment; the network of state employment service offices which helps place people in jobs; and income maintenance for those individuals who lose their jobs through no fault of their own. Under the Job Training Partnership Act more than 2 million persons are provided employment and training services each year. Federal funds are apportioned to the states, which provide training and other services, working with local governments, business and industry, labor, and education and non-profit groups. About 2,200 state employment service offices across the country make more than 3 million job placements annually. For those out of work, state unemployment insurance offices, operating under Federal guidelines, provide weekly cash benefits which become an important revenue source in local communities.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Actuarial Science	BS, MS	5/7	Actuary
All Majors	BS, BA	5/7	Budget Analyst
All Majors	BS, BA	5/7	Computer Systems Analyst
All Majors	BS, BA	5/7	Program Analyst
Computer Science	BS, BA	5/7	Computer Systems Analyst
Economics	BA, MA	5/7	Economist
Mathematics	BS, MS	5/7	Actuary
Social Science (Behavioral)	BS, MS	5/7/9	Unemployment Insurance Program Specialist

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Employment and Training Administration
Department of Labor
Frances Perkins Building
Room S5214
200 Constitution Avenue, NW
Washington, DC 20210
(202) 535-8744

Department of Labor

Mine Safety and Health Administration
4015 Wilson Boulevard, Ballston Tower #3
Arlington, VA 22203

THE ADMINISTRATION

The **Mine Safety and Health Administration (MSHA)** helps to reduce deaths, injuries and illnesses in the nation's mines with a variety of activities and programs. The agency develops and enforces safety and health rules applying to all U.S. mines, helps mine operators who have special compliance problems and makes available technical, educational and other assistance. MSHA works cooperatively with industry, labor, other Federal and state agencies and others toward improving safety and health conditions for all miners.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
All Majors	BS, BA	5	Management Analyst
All Majors	BS, BA	5	Program Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Human Resources Division
Personnel Systems and Services Branch
Mine Safety and Health Administration
Department of Labor
4015 Wilson Boulevard
Ballston Tower #3, Room 500
Arlington, VA 22203
(703) 235-1352

Department of Labor

Occupational Safety and Health Administration
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

THE ADMINISTRATION

The **Occupational Safety and Health Administration (OSHA)** administers programs designed to assure the safety and health of workers. This includes setting workplace regulations and standards for a safe and healthful working environment and conducting investigations to assure compliance, and providing occupational safety and health training and education.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
All Majors	BS, BA	5/7	Safety Specialist
Industrial Hygiene	BS	5/7/9	Industrial Hygienist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Management
Occupational Safety and Health Administration
Department of Labor
Frances Perkins Building
Room N3308
200 Constitution Avenue, NW
Washington, DC 20210
(202) 523-8013

Department of Labor

Office of Inspector General
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

THE OFFICE

The **Office of Inspector General (OIG)** is charged with preventing fraud, waste and abuse as well as promoting economy, efficiency and effectiveness in Federal programs and operations. This broad and complex mandate has expanded the scope of traditional audit and investigative work. In addition, the Labor Department has the only Federal OIG engaged in a cooperative effort with the Justice Department to control the influence of organized crime in labor-management relations.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS	5/7	Auditor
All Majors	BS, BA	5/7	Criminal Investigator
Auditing	BS	5/7	Auditor
Law Enforcement (Criminology)	BS, BA	5/7	Criminal Investigator (General)

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Inspector General
Personnel Management Division
Department of Labor
Frances Perkins Building
Room S5021
200 Constitution Avenue, NW
Washington, DC 20210
(202) 523-6162

Department of Labor

Office of the Solicitor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

THE OFFICE

The Office of the Solicitor provides a full range of legal services to the Department of Labor and administers more than 130 Federal labor laws affecting workers in the United States. These include laws governing safety and health in the workplace, employment discrimination, minimum wage and overtime pay guarantees, the protection of participants and beneficiaries of pension plans, job training, unemployment insurance and workers' compensation plans.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Law	JD, LLB	11	Attorney/Law Clerk

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Management
Office of the Solicitor
Department of Labor
Frances Perkins Building
Room N2431
200 Constitution Avenue, NW
Washington, DC 20210
(202) 523-5374

The Library of Congress

James Madison Memorial Building
101 Independence Avenue, SE
Washington, DC 20540

THE LIBRARY

The **Library of Congress,** founded April 24, 1800, as a small reference collection for use by Congress, has grown to be the largest library in the world. The Library's primary mission is to serve the Congress. It also serves agencies of the Federal Government, other libraries, the scholarly community and the general public. More than 5,000 people work at the Library of Congress.

The size and variety of the Library are revealed in its three buildings on Capitol Hill: the Thomas Jefferson Building, the John Adams Building and the James Madison Memorial Building. Each year, more than 2 million persons from all over the world visit and use the facilities. The Library's collections range from centuries-old manuscripts to today's newspapers, and include approximately 85 million books, maps, manuscripts, tapes, discs, motion pictures, musical materials, photographs, microforms and items in other formats. The collections are organized on some 535 miles of shelves.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Biological Sciences	BS, MS, PhD	9/11	Biological Science Analyst
Computer Science	BS, MS	7/9	Computer Programmer/ Systems Analyst
Economics	BA, MA, PhD	9/11	Economist
Engineering	BS, MS, PhD	9/11	Science Policy Analyst
Information Science	BS, MS	9	Library Information Systems Specialist
International Relations	BA, MA, PhD	9/11	Foreign Affairs Analyst
Law	JD, LLB	9/11	Attorney Advisor/Legislative Attorney
Library Science	BS, MS	9	Librarian
Mathematics	BS, MS, PhD	9/11	Operations Research Analyst
Physical Science	BS, MS, PhD	9/11	Physical Science Analyst
Political Science	BA, MA, PhD	9/11	Social Science Analyst
Public Policy	MA, PhD	9/11	Social Science Analyst
Social Science	BA, MA	7/9	Research Assistant

Because the activities of the Library of Congress are diverse and complex, there are career and employment opportunities in a variety of professional, technical, support and management positions. The largest number of Library vacancies occurs in the library science field. The next largest entry-level group is within the Library's Congressional Research Service (CRS). Here candidates with undergradu-

Main Reading Room, Thomas Jefferson Building, Library of Congress.
Library of Congress Photo

A Paper Conservator prepares rare Russian manuscript for restoration in the Conservation Office of the Library of Congress.
Reid Baker Photo

ate and graduate degrees, in a variety of majors, are hired as Social Science Analysis. The chart on the preceding page provides information on the degree requirements for specified occupational areas at the entry level. A master's degree normally meets the requirement for the GS-9 level, and a PhD normally meets the requirement for the GS-11 level. In all cases, the degree must be related to the position.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

In addition to the traditional student work programs, the Library offers a number of special employment programs for recent or soon-to-be graduates. These programs include the following:

Congressional Research Service Graduate Recruit Program. This Program recruits the nation's best graduate students—particularly minority students—for career opportunities in CRS. The Congressional Research Service is responsible for providing Congress with research, analysis and reference assistance, without partisan bias, in support of its legislative, oversight and representative functions. The program offers an initial temporary 120-day appointment with possible permanent placement based upon performance, funding and availability of specialty vacancies. Eligibility requirements include enrollment in a master's or PhD program with a major in one of the following: political science, economics, international relations, public policy, biological/physical sciences, law, library science, business administration or other appropriate fields.

Graduate Cooperative Education Program. This is a library-wide Program offering initial appointments for 90 or 120 days with the possibility of a 13-month indefinite appointment upon completion of a graduate degree. Eligibility requirements include enrollment in an advanced degree program related to one of the following occupations: Librarian, Social Science Analyst, Economist, Foreign Affairs Analyst, Legislative Attorney, Administrative Officer and Computer Science Analyst.

Foreign and Defense Policy Research Associate Program. The Foreign Affairs and National Defense Division of the Congressional Research Service hires groups of five temporary analysts for three-month appointments, year-round. A candidate must be nominated by the dean of a graduate program that provides extensive training in foreign and/or defense policy, or by a director of a foreign and/or defense policy research organization that employs significant numbers of graduate student-level Research Assistants.

Federal Research Division Foreign Area Associates Program. The purpose of this Program is to afford students an opportunity to gain experience in fields related to foreign area studies and to utilize their foreign language skills. Selectees are employed at the GS-2 through GS-5 levels depending upon their qualifications. Appointments are temporary, not to exceed 90 days. Candidates must major in one of the following fields: foreign area studies, political science, modern foreign languages, foreign affairs/international relations, economics, history, military science/national security studies or geography.

FOR FURTHER INFORMATION CONTACT

Recruitment and Placement Office,
Department E
The Library of Congress
101 Independence Avenue, SE,
LM 107
Washington, DC 20540
(202) 707-5620

For Job Vacancy Information Contact

(202) 707-6295 (24 hours a day, seven days a week)

Merit Systems Protection Board

1120 Vermont Avenue, NW
Washington, DC 20419

THE BOARD

The **Merit Systems Protection Board (MSPB)** is an independent, quasi-judicial agency, charged by Congress with protecting the Federal merit systems against prohibited personnel practices, protecting employees against abuses by agency management and ensuring that Executive Branch agencies base employment decisions on individual merit. The Board has a statutory mandate to adjudicate appeals by Federal employees of personnel actions. It has worldwide jurisdiction, wherever Federal civil servants are found. Additionally, under the Hatch Political Activities Act, it exercises jurisdiction over state and local government employees in federally-funded positions.

Most Federal employees are entitled to appeal certain personnel actions taken by Federal agencies. Appealable actions include removals or demotions for misconduct or performance, suspensions, employment suitability and retirement determinations, reductions-in-force, denials of within-grade increases and denials of restoration-to-duty or reemployment rights.

The Board accomplishes its mission by:

- hearing and deciding employee appeals from agency personnel actions (appellate jurisdiction);
- hearing and deciding cases brought by the Special Counsel involving alleged abuses of the merit systems, and other cases arising under the Board's original jurisdiction;
- conducting studies of the Civil Service and other merit systems in the Executive Branch to determine whether they are free of prohibited personnel practices; and
- providing oversight of the significant actions and regulations of the Office of Personnel Management (OPM) to determine whether they are in accord with the merit systems principles.

Merit Systems Protection Board handles appeals by Federal employees. MSPB Photo

In addition to its Washington, DC, headquarters, MSPB has Regional Offices located in 11 major metropolitan areas throughout the United States: Atlanta, Boston, Chicago, Dallas, Denver, New York, Philadelphia, St. Louis, San Francisco, Seattle and Washington, DC. These offices receive and process the initial appeals filed with the Board. Administrative Judges in the Regional Offices have the primary function of issuing fair, timely and well-reasoned decisions on all appeals.

The Merit Systems Protection Board employs a large number of Attorneys to assist in adjudication of cases involving personnel affected by Federal agencies. In its 11 Regional Offices, the Attorneys serve as Administrative Judges who oversee discovery, conduct hearings on appeals and issue initial decisions concerning the actions appealed. The Board's Office of General Counsel employs Attorneys to advise the Board on legal and policy questions and to represent the Board in litigation involving Board practices and procedures. The Office of Appeals Counsel staff consists of a significant number of Attorneys. These Attorneys prepare opinions and orders for Board action and advise the Board on most petitions for review filed from the decisions issued by the Administrative Judges. Additional legal staffs are located in the Board's Office of the Clerk and the Office of the Deputy Executive Director for Regional Operations.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.)*

FOR FURTHER INFORMATION CONTACT

Personnel Division, Room 850
Merit Systems Protection Board
1120 Vermont Avenue, NW
Washington, DC 20419
(202) 653-5916

Majors(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Computer Science	**BS**	**9**	**Computer Programmer/ Computer Analyst**
Law	**JD**	**9**	**Law Clerk**
Law	**JD and Bar admission**	**9/11**	**Attorney**

National Aeronautics and Space Administration

400 Maryland Avenue, SW
Washington, DC 20546

THE ADMINISTRATION

Established in 1958 as an independent, civilian government agency, the **National Aeronautics and Space Administration (NASA)** is the world leader in aeronautical and aerospace research and development.

NASA's 21,400 employees work in nine installations across the country and are actively engaged in widely diverse, highly visible projects. Research is presently being conducted to make aircraft safer, quieter, less polluting and more economical. NASA is also working on a program to develop the technology that will assure the availability of adequate and affordable satellite communication into the next decade. The continued operation of the Space Shuttle is turning formidable and costly space missions into routine and economical operations.

NASA's next exciting undertaking is the development of a permanent manned space station by the mid-1990s. The space station will serve as a focal point and catalyst for innumerable, important scientific and engineering endeavors for years to come.

NASA employs graduates with degrees in the physical sciences, computer science, engineering (electronics, mechanical, electrical, aerospace, aeronautical) and mathematics. NASA selects high caliber individuals with a commitment to excellence and the desire to work in a creative atmosphere dedicated to aerospace and aeronautical research and development.

The types and numbers of employment opportunities vary at each of NASA's field installations. Below are brief descriptions of the installations. Further information on their respective missions and career opportunities is best obtained by writing to the Personnel Officer at each installation.

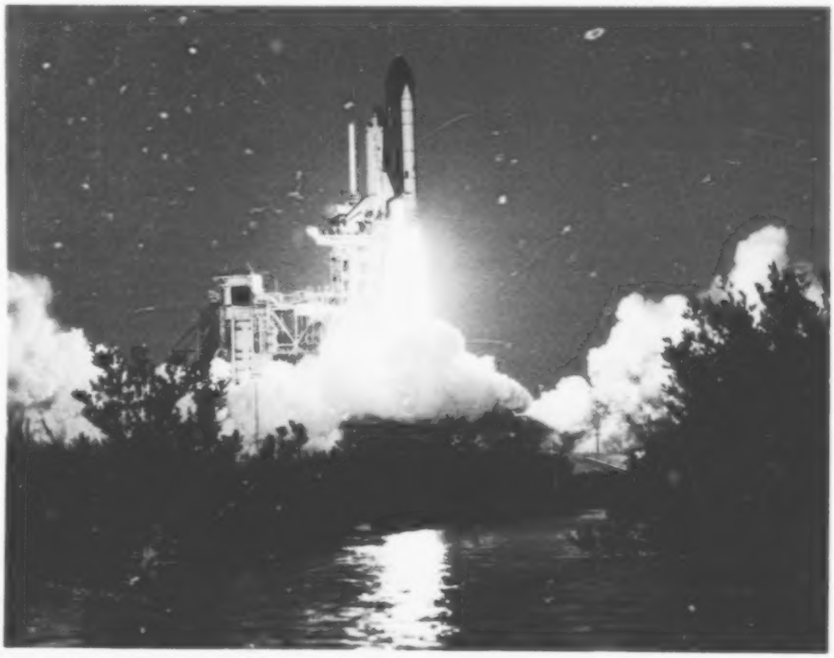
Ames Research Center, Moffett Field, California. Conducts research in physical and life sciences relative to the advancement of aeronautics and space technology. This Center establishes medical criteria for space vehicle flight crews and studies the effects of space flight on humans.

Goddard Space Flight Center, Greenbelt, Maryland. Responsible for automated spacecraft and sounding rocket experiments in support of basic and applied research; projects in advanced technology in such areas as communications, meteorology, navigation and the monitoring of natural resources.

Johnson Space Center, Houston, Texas. The primary Center for the development and manufacture of manned spacecraft and for the selection of space flight crews. Also ground control of manned flights and the design of many of the medical, engineering and scientific experiments carried aboard space flights.

An Astronaut flies first "solo" in space.
NASA Photo

Kennedy Space Center, Kennedy Space Center, Florida. The primary



An early space shuttle launch.
NASA Photo

Center for the test, checkout and launch of Space Shuttle vehicles and unmanned launch vehicles.

Langley Research Center, Hampton, Virginia. Widely recognized for achievements in aeronautics, aerospace structures and materials, aerospace electronics and flight and space systems integration. A leader in the development of wind tunnels and instrumentation to probe specific speed regimes and conditions.

Lewis Research Center, Cleveland, Ohio. The primary Center for research and technology development in aircraft propulsion, space power and satellite communication. Conducts research for the conversion of chemical and solar energy into electricity.

Marshall Space Flight Center, Huntsville, Alabama. The primary Center for the design and development of space transportation systems, orbital systems, scientific and applications payloads. Responsible for Spacelab mission management and payload definition and for rocket propulsion and manned vehicle systems.

John C. Stennis Space Center, SSC, Mississippi. Supports the Space Shuttle main engine and main orbiter propulsion system testing. Conducts basic and applied research in systems development and remote sensing technologies and supports other agencies engaged in oceanographic and environmental research.

NASA Headquarters, Washington, DC. Exercises management over the Space Flight Centers, Research Centers and other NASA installations. Few entry-level positions are available.

Major(s)	Degree(s)
Aeronautical Engineering	BS, MS
Aeronautics	BS, MS
Aerospace Engineering	BS, MS
Astronautical Engineering	BS, MS
Astronautics	BS, MS
Chemical Engineering	BS, MS
Computer Science	BS, MS
Electrical Engineering	BS, MS
Industrial Engineering	BS, MS
Mathematics	BS, MS
Mechanical Engineering	BS, MS
Physics	BS, MS

GS Level(s)	Occupational Title(s)
7	Aerospace Engineer
7	Chemical Engineer
7	Computer Scientist
7	Electrical Engineer
7	Electronics Engineer
7	Industrial Engineer
7	Mathematician
7	Mechanical Engineer
7	Physicist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

NASA Headquarters, DP
Washington, DC 20546
(202) 453-8480

Ames Research Center
Moffett Field, CA 94035
(415) 694-5609

George C. Marshall Space Flight Center
Huntsville, AL 35812
(205) 544-7528

John F. Kennedy Space Center
Kennedy Space Center, FL 32899
(305) 867-3620

Goddard Space Flight Center
Greenbelt, MD 20771
(301) 286-7918

Langley Research Center
Hampton, VA 23665
(804) 865-3007

Lewis Research Center
Cleveland, OH 44135
(216) 433-2485

Johnson Space Center
Houston, TX 77058
(713) 483-8414

John C. Stennis Space Center
SSC, MS 39529
(601) 688-2336

National Archives and Records Administration

Eighth and Pennsylvania Avenue, NW
Washington, DC 20408

THE ADMINISTRATION

The mission of the **National Archives and Records Administration** (NARA) is to identify, collect, preserve and make available to researchers Federal records of enduring value as well as prominent officials' personal papers that have been donated to Presidential libraries. In addition to paper records, the agency collects and maintains motion pictures, still pictures, video and computer tapes, cartographic and architectural records and museum objects.

The agency maintains Federal Records Centers and Regional Archives in Washington, DC, Boston, New York City, Philadelphia, Atlanta, Chicago, Dayton, Kansas City, Fort Worth, Denver, San Francisco, Los Angeles and Seattle. With the exception of the Center in Dayton which employs only Archives Specialists, Centers employ both Archivists and Archives Specialists. Presidential libraries are in West Branch, Iowa, (Herbert Hoover Library); Hyde Park, New York, (Franklin D. Roosevelt Library); Independence, Missouri, (Harry S. Truman Library); Abilene, Kansas, (Dwight D. Eisenhower Library); Boston, Massachusetts, (John Fitzgerald Kennedy Library); Austin, Texas, (Lyndon Baines Johnson Library); Ann Arbor, Michigan, (Gerald R. Ford Library); Grand Rapids, Michigan, (Gerald R. Ford Museum); and Atlanta, Georgia, (Jimmy Carter Library).

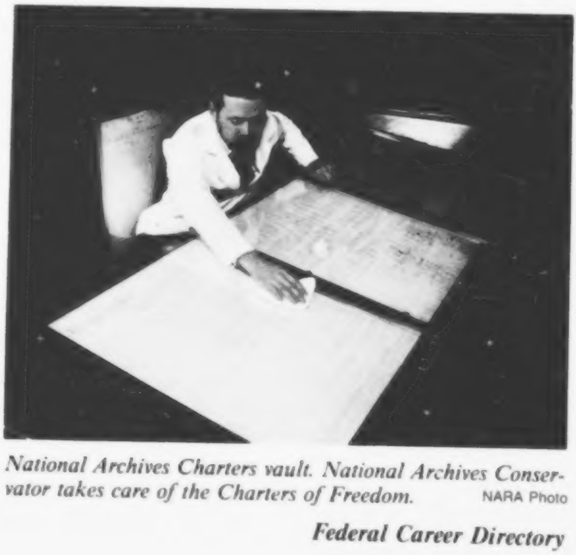
Employees of the National Archives are involved in all phases of managing and maintaining Federal records as well as in advising and assisting other agencies in determining what records should be created and how best to maintain them. When the records no longer are needed daily by the agency, NARA Archives Specialists assume responsibility for storage and maintenance of the records. At the appropriate time, NARA Archivists evaluate the records to determine whether they should be destroyed or admitted into the National Archives of the United States. Records that are to be retained are arranged by Archivists in proper order and described in guides prepared to assist researchers. Archivists also work personally with the researchers.

The National Archives is in the forefront in applying high technology to the management and maintenance of archives. Experimentation is currently under way in optical scanning, optical disk storage of information and other possible uses of high technology in information storage and retrieval.

National Archives holdings present specialists in preservation and restoration with an array of challenges. Record material of all forms, priceless individual documents and masses of paper records will eventually require the attention of conservators. Both the application of known techniques and the development of new methods are of concern to the National Archives.

The National Archives issues such publications as the *Federal Register*, the *Weekly Compilation of Presidential Documents*, the *Public Papers of the Presidents of the United States*, the *Code of Federal Regulations*, and the *U.S. Statutes at Large*. NARA employees work with agencies to improve regulation writing, to edit documents for publication, to prepare editorial material for collections of documents, and engage in other activi-

National Archives Rotunda—floor shot. NARA Photo



National Archives Charters vault. National Archives Conservator takes care of the Charters of Freedom. NARA Photo ties normally associated with printing and publishing.

The National Archives promotes an appreciation for and the use of the records of our nation. An exhibits program, the production of teaching aids for use at all levels, and the sponsorship of symposia and lectures by noted authorities are parts of this extensive public education program.

Major(s)	Degree(s)
American History	MA, PhD
American Studies	MA, PhD
Art History*	BA, MA
Chemistry*	BA, MA
Communications	BA
Economics	MA, PhD
English	BA
Government	MA, PhD
Journalism	BA
Paper Conservation	BA, MA
Physics*	BA, MA
Political Science	MA, PhD

*Concentration or specialization in paper conservation is required

GS Level(s)	Occupational Title(s)
7	Archivist
7	Archives Specialist
5/7	Paper Conservator
5	Technical Publications Writer-Editor/ Legal

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For Archivist or Paper Conservator Employment Inquiries

Office of the National Archives
Eighth and Pennsylvania Avenue, NW
Washington, DC 20408
(202) 523-3130

For Archives Specialist Employment Inquiries

Personnel Office
Office of Federal Records Centers
Eighth and Pennsylvania Avenue, NW
Washington, DC 20408
(202) 724-8450

For Writer-Editors Employment Inquiries

Personnel Office
Office of the Federal Register
Eighth and Pennsylvania Avenue, NW
Washington, DC 20408
(202) 523-5240

For General Employment Information

Personnel Operations Branch
9700 Page Boulevard
St. Louis, MO 63132
(800) 634-4898

For Student Employment Inquiries

Contact the Administrative Officer at any of the following NARA facilities. Federal Records Centers and Regional Archives are co-located unless otherwise indicated.

Federal Records Center/Regional Archives (Atlanta)
1557 St. Joseph Avenue
East Point, GA 30344
(404) 763-7438

Federal Records Center/Regional Archives (Boston)
380 Trapelo Road
Waltham, MA 02154
(617) 647-8745

Federal Records Center/Regional Archives (Chicago)
7358 South Pulaski Road
Chicago, IL 60629
(312) 353-0164

Federal Records Center (Dayton)
3150 Springboro Road
Dayton, OH 45439
(513) 225-2878

Federal Records Center/National Regional Archives (Denver)
PO Box 25307
Denver, CO 80225
(303) 236-0804

Federal Records Center/Regional Archives (Fort Worth)
PO Box 6216
Fort Worth, TX 76115
(817) 334-5515

Federal Records Center/Regional Archives (Kansas City)
2312 East Bannister Road
Kansas City, MO 64131
(816) 926-7271

Federal Records Center/National Regional Archives (Los Angeles)
24000 Avila Road
PO Box 6719
Laguna Niguel, CA 92677-6719
(714) 643-4220

Federal Records Center/Regional Archives (New York)
Building 22
Military Ocean Terminal
Bayonne, NJ 07002-5388
(201) 823-7161

Regional Archives (Philadelphia)
Ninth and Market Streets, Room 1350
Philadelphia, PA 19107
(215) 597-3000

Federal Records Center (Philadelphia)
5000 Wissahickon Avenue
Philadelphia, PA 19144
(215) 951-5588

Federal Records Center/National Regional Archives (San Francisco)
1000 Commodore Drive
San Bruno, CA 94066
(415) 876-9003

Federal Records Center/National Archives Field Branch (Seattle)
6125 Sand Point Way, NE
Seattle, WA 98115
(206) 442-6501

National Federal Records Centers

Washington National Records Center
Washington, DC 20409
(301) 763-7000

National Military Personnel Records Center
9700 Page Boulevard
St. Louis, MO 63132
(314) 263-7247

National Civilian Personnel Records Center
111 Winnebago Street
St. Louis, MO 63118
(314) 425-5722

National Credit Union Administration

1776 G Street, NW
Washington, DC 20456

THE ADMINISTRATION

The **National Credit Union Administration's (NCUA)** major recruiting program is for Credit Union Examiners. Each Credit Union Examiner position offers independence, travel, training and a lap-top personal computer. Credit Union Examiners maintain offices in their homes, schedule visits and travel on-site to examine and to supervise credit unions. Examiners are employed in all 50 states, so vacancies can occur anywhere in the United States.

Examiners set their own work schedules, basically performing independently. They analyze records to determine each credit union's financial condition and provide suggestions or solutions to any problems found. A lap-top computer assists in the analyzing and reporting. The objective is to ensure the operation of a financially sound credit union. Examiners also act as advisors, assisting credit unions when guidance is needed to assure members the best possible credit union service.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, BS, MBA	5/7/9	Accountant/Auditor
Auditing	BA, BS, MBA	5/7/9	Accountant/Auditor
Business Management	BA, BS, MBA	5/7/9	Financial Institution Examiner
Finance	BA, BS, MBA	5/7/9	Financial Institution Examiner

NCUA Examiner—a position which offers challenge and independence. NCUA Photo

Each Credit Union Examiner is responsible for a geographical district. A district may include a caseload of 25-35 credit unions within a 200-mile radius. It may be necessary to travel 30 percent of the time or more, and the amount of overnight travel away from home depends on the size and dispersion of credit unions within a district.

In a typical career progression, an employee advances to GS-12 as a Field Examiner, to a GS-13 specialized position, or to GS-14 as a Supervisory Examiner. Positions in the agency's six Regional Offices and Washington, DC, headquarters offer further career advancement opportunities.

A credit union is a member-owned, non-profit financial cooperative organized to promote thrift among its members and to make loans to its members from accumulated savings. Unlike banks and other financial institutions, a credit union is chartered according to a specific membership group with a common bond of occupation, residence or association. Anyone who falls within a credit union's membership group may join.

A career with NCUA offers challenges and independence and an opportunity to help shape the future of credit unions.

The NCUA was created in 1970 by an Act of Congress as the successor to the Bureau of Federal Credit Unions. The purpose of the NCUA is to charter, examine, supervise and insure the nation's nearly 12,000 Federal credit unions. In addition, NCUA provides insurance for member accounts in state-chartered credit unions that request it and are found to be qualified.

The NCUA is headed by a three-member bipartisan board appointed by the President, with the advice and consent of the Senate. Congress does not fund NCUA. The agency is financed by the credit unions it regulates and insures.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Management Specialist
Personnel Office
National Credit Union
Administration
1776 G Street, NW
Washington, DC 20456
(202) 682-9720

National Endowment for the Humanities

1100 Pennsylvania Avenue, NW
Washington, DC 20506

THE ENDOWMENT

In order "to promote progress and scholarship in the humanities and the arts in the United States," Congress enacted the National Foundation on the Arts and the Humanities Act of 1963. This Act established the National Endowment for the Humanities (NEH) as an independent grant-making agency of the Federal Government to support research, education and public programs in the humanities. Grants are made through five divisions—Education Programs, Fellowships and Seminars, General Programs, Research Programs, and State Programs—and two offices, the Office of Challenge Grants and the Office of Preservation.

The staff of these divisions and offices guides applications through a peer review process to recommend projects for funding. The final responsibility for awards rests by law with the Chairman of the Endowment, who is appointed for a four-year term by the President, with the advice and consent of the Senate. The Chairman is advised by the National Council on the Humanities, a board of 26 distinguished private citizens. The National Council members, who serve six-year terms, are also nominated by the President and confirmed by the Senate.

NEH supports exemplary work to advance and disseminate knowledge in all the disciplines of the humanities. Endowment support is intended to complement and assist private and local efforts and to serve as a catalyst to increase non-Federal support for projects of high quality.

Although the activities funded by the Endowment vary greatly in cost, in the numbers of people involved and in their specific intents and benefits, they have in common two requirements for funding: significance to learning in the humanities and excellence in conception. In the most general terms, NEH-supported projects aid scholarship and research in the humanities, help improve humanities education and foster a greater curiosity about and understanding of the humanities among the American people.

National Endowment for the Humanities headquarters, Old Post Office Building.
Susan E. Querry Photo

Major(s)	Degree(s)
Archaeology	BA, MA
Comparative Religion	BA, MA
Ethics	BA, MA
History	BA, MA
History and Criticism of the Arts	BA, MA
Jurisprudence	BA, MA
Languages	BA, MA
Linguistics	BA, MA
Literature	BA, MA
Philosophy	BA, MA
Social Sciences*	BA, MA

* Using historical or philosophical approaches

GS Level(s)	Occupational Title(s)
5/7	Program Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Management Specialist
Personnel Office, Room 417
National Endowment for the Humanities
1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 786-0415

National Labor Relations Board

1717 Pennsylvania Avenue, NW
Washington, DC 20570

THE BOARD

The mission of the **National Labor Relations Board** (NLRB), an independent agency of the Federal Government, is to protect the public interest by minimizing industrial strife. It accomplishes its objectives by encouraging collective bargaining between representatives of employees and employers and by protecting the rights of employees to organize into groups of their own choosing.

The NLRB has two main functions:

- to prevent and remedy unfair labor practices, whether committed by labor organizations or employers; and
- to establish, usually by secret-ballot elections, whether certain groups of employees wish to be represented by labor organizations for collective-bargaining purposes.

In addition to its Washington, DC, Headquarters, the NLRB acts through 33 regional, three subregional and 16 resident offices throughout the United States. Excellent career opportunities are available for college graduates in many locations.

The NLRB employs Labor Management Relations Examiners (Field Examiners) and Attorneys in regional, subregional and resident offices. Other Attorneys are employed for the staffs of the Board Members and the General Counsel in Washington. NLRB Attorneys investigate cases; do legal research and writing; draft reports, complaints and pleadings and try cases in administrative hearings. The NLRB is one of the few agencies whose staff Attorneys appear in the Federal courts at all levels.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	MA	9	Labor Management Relations Examiner (Field Examiner)
Business Administration	MA	9	Labor Management Relations Examiner (Field Examiner)
Economics	MA	9	Labor Management Relations Examiner (Field Examiner)
Industrial Relations	MA	9	Labor Management Relations Examiner (Field Examiner)
Labor Relations	MA	9	Labor Management Relations Examiner (Field Examiner)
Law	JD and Bar admission	9	Attorney
Law	JD	9	Law Clerk (Trainee)
Personnel Administration	MA	9	Labor Management Relations Examiner (Field Examiner)
Political Science	MA	9	Labor Management Relations Examiner (Field Examiner)
Public Administration	MA	9	Labor Management Relations Examiner (Field Examiner)

The Labor Management Relations Examiners (Field Examiners) investigate unfair labor practice cases. They evaluate the merits of each case, determine possible remedies, and negotiate formally or informally, or both, with the parties concerned to obtain voluntary agreements or adjustments, as appropriate. They also recommend formal action, when that becomes necessary, or dismissal of cases found to be without merit. Field Examiners arrange and conduct elections among groups of employees to determine whether they wish to be represented by labor organizations for the purpose of bargaining collectively with their employers. Additionally, they are called on to serve as hearing officers in disputed representation cases, taking testimony and, like judges in courts of law, applying the rules of evidence regarding its admission.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Operations
National Labor Relations Board
1717 Pennsylvania Avenue, NW
Washington, DC 20570
(202) 254-9044

National Science Foundation

1800 G Street, NW
Washington, DC 20550

THE FOUNDATION

The **National Science Foundation (NSF)** is an independent Federal agency created by the National Science Foundation Act of 1950 (P.L. 81-507). Its aim is to promote and advance scientific progress in the United States. The idea for such a foundation was an outgrowth of the important contributions made by science and technology during World War II. From those first days, NSF has had a unique place in the Federal Government: It is responsible for the overall health of science across all disciplines. In contrast, other agencies support research focused on specific missions.

NSF funds research in all fields of science and engineering. It does this through grants and contracts to more than 2,000 colleges, universities and other research institutions in all parts of the United States. The Foundation provides about 25 percent of Federal support to academic institutions for basic research.

Antarctic research. NSF Photo

NSF receives more than 30,000 proposals each year for research, graduate fellowships and math/science/engineering education; it makes more than 13,000 awards. These go to universities, colleges, academic consortia, non-profit institutions and small businesses. The agency operates no laboratories itself but does support National Research Centers, certain oceanographic vessels and Antarctic research stations. The Foundation also aids cooperative research between universities and industry and U.S. participation in international scientific efforts.

NSF is structured much as is a university, with grant-making divisions for the various disciplines and fields of science and engineering. The Foundation's staff is helped by advisors, primarily from the scientific community, who serve on formal committees or as ad hoc reviewers of proposals. This advisory system, which focuses on both program direction and specific proposals, involves more than 50,000 scientists and engineers a year. NSF staff members who are experts in certain fields or areas make final award decisions; applicants get verbatim unsigned copies of peer reviews and can appeal those decisions.

Because of the high degree of skill and expertise required for NSF's mission, most Scientists and Engineers come to NSF with both PhD degrees and some years of research experience. However, some positions, both scientific and administrative, are filled by entry-level BA and MA degree candidates. Most of these new professional employees work in the fields of management information systems, grants and contracts administration, budget and program analysis, accounting and auditing and personnel management. Newly hired college graduates participate in formal or on-the-job training programs to prepare for higher level duties and responsibilities.

Major(s)	Degree(s)
Accounting	BS
All Majors (with 24 semester hours of accounting)	BA, BS
Business Administration	BS, MBA
Communications	BA
Economics	BS, MS
Liberal Arts	BA
Public Administration	BA
Science (Any)	BS, MS

GS Level(s)	Occupational Title(s)
5/7/9	Grants and Contracts Specialist
5/7	Personnel Management Specialist
5/7/9	Program Analyst
5/7	Communications Specialist
5/7/9	Economist
5/7	Accountant/Auditor
5/7	Computer Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Staffing Assistant
Division of Personnel and Management
National Science Foundation
1800 G Street, NW, Room 208
Washington, DC 20550
(202) 357-9529

Hearing Impaired Individuals
TDD (202) 357-7492

Nuclear Regulatory Commission
Washington, DC 20555

THE COMMISSION

The **Nuclear Regulatory Commission (NRC)** was established in January 1975, under provisions of the Energy Reorganization Act of 1974, which abolished the Atomic Energy Commission and transferred regulatory responsibilities to the NRC. Since its inception, the agency has grown to a total of 3,400 employees, at Headquarters and in Regional Offices in King of Prussia, Pennsylvania; Atlanta, Georgia; Glen Ellyn, Illinois; Arlington, Texas; and Walnut Creek, California. The independent regulatory agency has as its primary mission regulating uses of nuclear energy to protect the health and safety of the public and environment. NRC has developed a comprehensive program of regulation, licensing and enforcement. NRC also oversees research programs of Federal and private research organizations. The licensing of nuclear power reactors and the individuals who operate those facilities is one of the principal efforts of the NRC.

Headquartered in Rockville, Maryland, with additional offices in Bethesda, Maryland, the agency is undergoing consolidation. In November 1987, the Commission opened its doors to 1,400 of its employees at a new, permanent Rockville location. A second building on an adjacent site is scheduled for completion by 1990. All locations are convenient to public transportation, including the Metrorail subway system.

NRC engages in an extensive college recruitment program to attract entry-level and graduate-level individuals with engineering and scientific degrees. Federal grade and salary levels apply at NRC and are commensurate with the qualifications and experience of the individual. Fully qualified Engineers and Scientists are hired at the GS-11 through GS-13 levels. Exceptions are made depending on the grade of the vacant position and the qualifications of the applicant selected. Recent college graduates with no experience are hired at the GS-5 or GS-7 levels; graduates with master's degrees are hired at the GS-7 or GS-9 levels. To remain competitive with private industry, special salary schedules are in effect for entry-level Engineers and those hired in the physical science disciplines. NRC is an Equal Employment Opportunity Employer. U.S. citizenship is required.

Major(s)	Degree(s)	GG Level(s)*	Occupational Title(s)
Engineering			
Chemical	BS, MS	5/7/9/11	Chemical Engineer
Electrical	BS, MS	5/7/9	Electrical Engineer
Environmental	MS	7/9	Environmental/Nuclear Engineer
Geochemical	MS, PhD	9/11	Geotechnical Engineer
Geomorphology	MS, PhD	9/11	Geotechnical Engineer
Hydrogeology	MS, PhD	9/11	Geotechnical Engineer
Geotechnical	MS, PhD	9/11	Geotechnical Engineer
Materials	MS, PhD	5/7/9/11	Materials Engineer
Mechanical	BS, MS	5/7/9	Mechanical Engineer
Nuclear	BS, MS	5/7/9	Nuclear Engineer
Health Physics	BS, MS, PhD	5/7/9/11	Health/Radiation Physicist
Metallurgy	MS, PhD	9/11	Metallurgist

*Equivalent to GS level(s)

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

College Recruitment Coordinator
Office of Personnel
Nuclear Regulatory Commission
Washington, DC 20555
(301) 492-9027

Health Physicists inspect tank level gauge in Pennsylvania oil refinery. NRC Photo

Office of Personnel Management

1900 E Street, NW
Washington, DC 20415

THE OFFICE

The Office of Personnel Management (OPM) is the focal point for change in the way Federal agencies recruit, hire, compensate, reward, challenge and develop the men and women who choose careers in the public service.

OPM employees research, apply and share the latest technology used to collect personnel data, set up college recruiting networks, and assimilate public information. OPM administers the nation's largest group health and life insurance programs and one of the world's largest pension systems. OPM staff works with Congress to find means to improve the comprehensive compensation package available to the Federal workforce. OPM employees provide technical assistance to Personnel Specialists, Trainers, and other Human Resources Managers throughout the Executive Branch who must apply Federal personnel regulations and OPM guidelines. OPM takes the lead in developing training programs and policy, especially in the area of management and executive development.

As an agency, OPM stands for excellence in human resource management and takes the lead through its own internal personnel programs to develop and maintain a workforce that is treated fairly and evaluated on merit principles, and has opportunities for training and advancement. OPM provides leadership to increase the efficiency and responsiveness of the Federal workforce during a time when the Federal Government is experiencing sweeping changes in management, operations and philosophy.

Interesting career opportunities are available at OPM in a variety of fields, including:

- personnel staffing
- training and development
- employee compensation
- health and retirement benefits
- employee and labor relations
- personnel program evaluation and oversight
- information management
- management and financial analysis
- accounting
- personnel background investigations
- legal and legislative analysis
- public affairs

Through a number of special employment programs, OPM offers attractive working arrangements to accommodate individual career goals and work schedules. Early each year, OPM accepts applications for summer internships and other summer employment opportunities. Throughout the year, OPM college recruiters work closely with college cooperative education coordinators to place students in a variety of career fields at the undergraduate and graduate levels.

Through the Outstanding Scholar Program, OPM brings college graduates into a range of entry-level positions directly related to personnel management and public administration.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Recruitment and Special Employment Programs Branch
Office of Personnel Management
Room 1469
1900 E Street, NW
Washington, DC 20415
(202) 632-7484

Major(s)	Degree(s)
Accounting	BA, BS
All Majors	BA, BS
Business Administration	BA, MBA
Management Information Systems	BS, BA
Personnel	BA, MA
Public Administration	BA, MPA

Entry-Level Administrative/Professional Positions

GS Level(s)	Occupational Title(s)
5/7	Civil Service Retirement Claims Examiner
5/7	Insurance Benefits Claims Examiner
5/7	Disability Claims Specialist
5/7	Health Benefits Specialist
5/7	Accountant/Auditor
5/7	Computer Programmer/Analyst
5/7	Investigator
5/7	Personnel Management Specialist
5/7	Personnel Staffing Specialist
5/7	Pay and Benefits Specialist
5/7	Labor Relations Specialist
5/7	Workforce Information Systems Specialist
5/7	Management Analyst
5/7	Program Analyst
5/7	Public Affairs Specialist
5/7	Contract Specialist
5/7	Employee Development Specialist

Entry-Level Technician Positions

4	Contact Representative
4	Annuitant Services Representative

Peace Corps

1990 K Street, NW
Washington, DC 20526

THE CORPS

Founded in 1961 by President John F. Kennedy, the **Peace Corps** is an international development agency of the Federal Government. It places volunteers in countries throughout the developing world in projects including education, health and nutrition, community development, small-business development, agriculture, fisheries and forestry. Volunteers must be at least 18 years old, but there is no upper age limit.

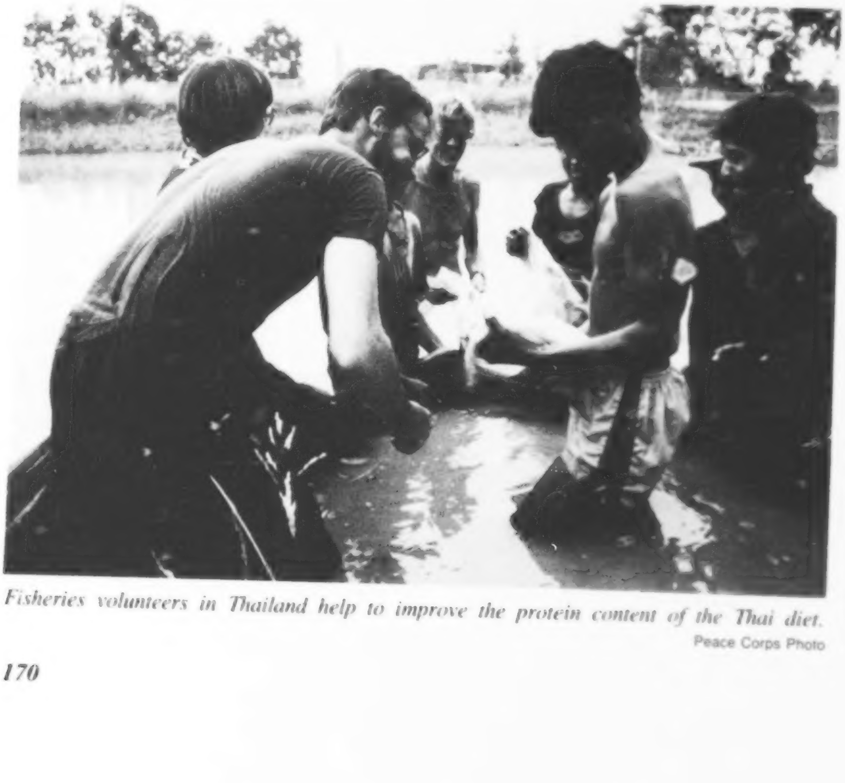
The agency has staff in both the United States and in the countries where the volunteers serve. The staff works in all areas associated with business, including administration, finance, computers and training. The Peace Corps staff trains volunteers in interpersonal relationships, in cultural sensitivity to country-specific customs and in the specific skills required for their assignments.

Staff Positions

Because of the wide range of positions, most college degrees are applicable to some phase of the agency's operation. The only limitation is that the applicant's degree and/or background must coincide with the position.

Volunteer Positions

The Peace Corps places volunteers in positions identified by the countries where they serve. Positions run the gamut from agriculture to education and from small business development to fisheries. The degree and/or experience required is determined by the type of position and the host country. Volunteers' living allowances, health coverage and travel expenses are covered while they serve overseas. A readjustment allowance is given at the end of service based on the number of months of training and service. (In some instances, under legislation passed by Congress, portions of National Direct Student Loan (NDSL) obligations can be forgiven for Peace Corps service.)



Fisheries volunteers in Thailand help to improve the protein content of the Thai diet.

Peace Corps Photo

GS Level(s) and Occupational Titles(s)

The Peace Corps' domestic operations are those of a functioning business with positions that range from business and finance to writing and creative services, from program development to recruitment of volunteers. Typically, college graduates are placed at the FP-08 to FP-04 levels (comparable to GS-6 through GS-12).

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For Staff Positions

Office of Personnel
Peace Corps
1990 K Street, NW
Room 7007
Washington, DC 20526
(202) 254-5170
1-800-424-8580,
Extension 225 (Toll free)

For Overseas Volunteer Assignments

Office of Recruitment/Public
Response Unit
Peace Corps
1990 K Street, NW
Ninth Floor
Washington, DC 20526
(202) 376-2550
1-800-424-8580,
Extension 93 (Toll free)

Railroad Retirement Board

844 Rush Street
Chicago, IL 60611

THE BOARD

Because Chicago has historically been the nation's railway center, it is an appropriate location for the Headquarters Office of the **Railroad Retirement Board.** The Board is located in Chicago's expanding Water Tower District, a place with business offices, shopping malls, art galleries, hotels and restaurants. The Board is a small but dynamic agency. Its work environment is stimulated by the demands of Congress and the nation's railway population.

Approximately 1,600 employees work nationwide for the Board (1,100 in Chicago and 500 in almost 100 field offices). The agency was created by legislation in the 1930s to administer the nation's railroad pension plans while the Social Security system was still in the planning stage. The Board currently pays retirement-survivor benefits to almost a million annuitants and unemployment-sickness benefits to more than 100,000 beneficiaries. The primary source of income for the railroad retirement-survivor benefit program is payroll taxes paid by the railroad employers and their employees, while the income for the unemployment-sickness program is provided solely by the railroads.

Major(s)	**Degree(s)**	**GS Level(s)**	**Occupational Title(s)**
Accounting	BA, BS, BBA	5/7*	Auditor
All Majors	BA, BS, BBA	5**	Claims Examiner
Criminal Justice	BA, BS	5/7*	Criminal Investigator

*Potential to GS-12
**Potential to GS-7

The Board employs Claims Examiners to adjudicate claims for benefits; Field Representatives to assist railroad personnel in filing claims; Auditors and Criminal Investigators to ensure the integrity of the programs, and Computer Specialists to develop and maintain effective systems for processing claims and for the Board's administrative programs. The Board also employs Actuaries, Attorneys, Personnel Specialists and other staff as required by an independent Federal agency in the Executive Branch of the Government. Opportunities for advancement are good.

The Board recruits primarily at the baccalaureate level to fill entry-level Claims Examiner, Auditor and Criminal Investigator positions in Chicago, Illinois. To be considered for a Claims Examiner position, a candidate must pass a written Civil Service test which is given in Chicago and on a few campuses in Illinois. The test is usually given in March of each year. The Board primarily hires graduates with high scholastic standing for its entry-level Auditor and Criminal Investigator positions. No written tests are required.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Bureau of Personnel
Railroad Retirement Board
844 Rush Street
Chicago, IL 60611
(312) 751-4580

The Railroad Retirement Board employs many Claims Examiners.

RRB Photo

The Board has a state-of-the-art computer environment.

RRB Photo

MCMXXXIV

Securities and Exchange Commission

450 Fifth Street, NW
Washington, DC 20549

THE COMMISSION

The Securities and Exchange Commission (SEC) was established in 1934 as one of the leading agencies of the New Deal. The SEC is an independent, non-partisan, quasi-judicial regulatory agency. The Commission's principal responsibilities are the administration and enforcement of Federal securities laws. The Commission regulates the nation's securities markets, stock brokers, investment companies and investment advisors, and prescribes certain requirements for companies that issue stock or other securities. The Commission also serves as advisor to Federal Courts in corporate reorganization proceedings under Chapter 11 of the Bankruptcy Reform Act of 1978 and, in cases begun prior to October 1, 1979, Chapter X of the National Bankruptcy Act. The Commission reports annually to Congress on the administration of the securities laws.

The Commission carries out its work from both its Washington Headquarters and the Regional Offices charged with specific responsibilities under the securities laws. Additionally, there are offices responsible for the smooth and effective administration of the Commission itself. Overall responsibility for carrying out the SEC's mission rests with the Commissioners.

The Commission has five members—a Chairman and four Commissioners. Commission members are appointed by the President, with the advice and consent of the Senate, for five-year terms. The Chairman is designated by the President. Terms are staggered, and not more than three members may be of the same political party.

Under the direction of the Chairman and Commissioners, the staff ensures that publicly held entities, broker-dealers in securities, investment companies and advisors, and other participants in the securities markets comply with Federal securities laws. These laws were designed to facilitate informed investment analyses and decisions by the investing public, primarily by ensuring adequate disclosure of material information.

The staff is organized into Divisions (with subordinate Offices) and major offices with specific areas of responsibility for various segments of the Federal securities laws. The Divisions are Corporation Finance, Market Regulation, Investment Management, and Enforcement. The Office of General Counsel serves as the chief legal officer for the Commission. It is responsible for appellate and other litigation as well as certain other legal matters. The Offices are those of Chief Accountant, Opinions and Review, EDGAR Management, Administrative Law Judges, Secretary, and Economic Analysis. Other Offices provide administrative support and carry out certain necessary functions for the Commission. These include the Offices of Executive Director, Consumer Affairs and Information Services, Information Systems Management, Applications and Reports Services, Administrative Services, Public Affairs, Comptroller, and Personnel.

The **Division of Corporation Finance** has the overall responsibility of ensuring that disclosure requirements are met by publicly held companies registered with the Commission. Its work includes reviewing registration statements for new securities, proxy material and annual reports the Commission requires from publicly held companies, documents concerning tender offers, and mergers and acquisitions.

The **Division of Market Regulation** is responsible for oversight of activity in the secondary markets—registration and regulation of broker-dealers, oversight of the self-regulatory organizations (such as the nation's stock exchanges), and oversight of other participants in the secondary markets (such as transfer agents and clearing organizations).

The **Division of Investment Management** ensures compliance with regulations regarding the registration, financial responsibility, sales practices, and advertising of mutual funds and of investment advisors. New products offered by these entities are also reviewed by Investment Management.

The **Division of Enforcement** is charged with enforcing Federal securities laws. Its responsibilities include investigating possible violations of Federal securities laws and recommending appropriate remedies for consideration by the Commission.

One-third of all SEC employees work outside Washington, DC, in the Commission's nine Regional and four Branch Offices. Each field office is a microcosm of the headquarters, with its own regulatory, disclosure and enforcement program. The Regional Offices are in New York, Boston, Atlanta, Chicago, Fort Worth, Denver, Los Angeles, Seattle and Philadelphia. The Branch Offices are in Miami, Houston, Salt Lake City and San Francisco.

Career Opportunities

The Commission offers a broad range of positions related to enforcement, litigation, corporate finance, examination, regulation and legislation. Challenging career opportunities exist for Accountants, Financial Analysts, Securities Compliance Examiners, Attorneys, Financial Economists and Computer Specialists.

SEC Accountants work with other financial professionals, lawyers and support staff. Accountants study, develop and draft accounting and reporting regulations applicable to corporations whose securities are sold to the public. They examine, analyze and interpret all financial statements filed with registration statements, to determine whether there is reasonable and adequate disclosure of financial information in accordance with sound accounting principles. They also review, evaluate and unravel financial data uncovered in complex investigations and proceedings to determine whether there have been violations of laws or regulations in connection with the issue, purchase and sale of securities, including the use of proceeds from such sales. Most SEC Accountants work in the Divisions of Corporation Finance, Enforcement and Investment Management, in the Regional Offices and in the Office of the Chief Accountant.

Most **SEC Financial Analysts** work in the Divisions of Corporation Finance, Investment Management, Market Regulation and Enforcement. Financial analysts may analyze prospectuses, proxy statements and reports of corporations to determine that full and fair disclosure has been made. SEC Financial Analysts may review reports and other data required to supervise and regulate transactions and trading on national securities exchanges and in the over-the-counter market. They may review filings to ensure compliance with the financial standards of the Public Utility Holding Company Act of 1935. Financial analysts also work with Attorneys in the surveillance of unusual trading activity.

SEC Securities Compliance Examiners generally have accounting or financial training and are principally employed in Regional or Branch Offices where they examine the operations of registered broker-dealers, investment advisors and investment companies. They may also examine the distribution and selling of securities in over-the-counter and exchange trading, including detailed analyses of a firm's supervisory systems, selling practices and adequacy of books and its overall financial health. They may also prepare schedules and analyses as well as summaries of examination findings and draw conclusions regarding possible violations of the law or regulatory requirements, and conduct oversight examinations of self-regulatory organizations, including national securities exchanges.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BA, MBA	5/12	Operating Accountant/ Securities Compliance Examiner
Accounting	BA, MBA	11/13	Staff Accountant
Computer Science	BS, MS	5/12	Computer Programmer
Computer Science	BS, MS	11/13	Computer Specialist
Economics	BS, MBA	9/13	Financial Economist
Economics	BS, MBA	5/12	Securities Compliance Examiner
Finance	BA, MBA	5/12	Securities Compliance Examiner
Finance	BA, MBA	9/12	Financial Analyst
Law	JD	11	Law Clerk
Law	JD	11/13	Attorney-Advisor

While most of the people employed by the Commission are Attorneys, Accountants, Financial Analysts and Securities Compliance Examiners, significant contributions are also made by Computer Specialists and Financial Economists. Computer Specialists provide most of the Commission's automated information needs. Financial Economists study the impact of proposed Commission actions upon the capital markets, securities industries and the Commission's regulatory program.

The SEC also has a need for Typists, Stenographers, Secretaries and other support staff who perform vital tasks necessary in the day-to-day operations of the Commission. Persons interested in these positions are invited to contact the Office of Personnel in Washington, DC, or the nearest Regional or Branch Offices.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

The Commission hires a limited number of law interns each summer as Student Assistants (Law) GS-7 and Research Assistants (Law) GS-5. For Student Assistant (Law), the applicant must have completed two years of study at a recognized law school at the time of appointment. The deadline for applications is January 15 of each year. For Research Assistant (Law), the applicant must have completed one year of study at a recognized law school at the time of appointment. The deadline for applications is March 15 of each year. Preference in both positions is given to students who have demonstrated superior academic achievements or accomplishments.

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Securities and Exchange
Commission
450 Fifth Street, NW
Washington, DC 20549
(202) 272-7067

For Attorney Recruitment
(202) 272-7064

For Hearing Impaired Individuals
TTY (202) 272-5372

For the Stay-in-School Program
(202) 272-7070

For the Student Volunteer Program
(202) 272-7063

Selective Service System

National Headquarters
Washington, DC 20435

THE SYSTEM

The **Selective Service System** is an independent agency of the Federal Government responsible for providing inductees to the Military Services, as needed in the event of a national emergency. To fulfill this mission, the Selective Service System maintains a data base of registrants between the ages of 18 and 26 and develops and tests plans for mobilization readiness and agency reconstitution.

Spending every working day preparing the Selective Service System to be ready for an emergency mobilization forces one to consider the likelihood of the system's ever being used. Thinking about the conditions that would make a mobilization necessary makes one appreciate the peace and freedom the nation enjoys today and gives those at Selective Service even greater determination to ensure that America is prepared for peace.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	AAS, BS	7/9/11	Accountant
Business Administration	AAS, BS	7/9/11	Program Analyst
Computer Science	BS, MS	7/9/11	Computer Analyst
Public Administration	AAS, BS	7/9/11	Program Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Services
Selective Service System
National Headquarters
Washington, DC 20435
(202) 724-0435

Small Business Administration

1441 L Street, NW
Washington, DC 20416

THE ADMINISTRATION

The **Small Business Administration (SBA)** aids, counsels and assists small businesses in order to preserve and protect free enterprise. The agency employs approximately 4,800 individuals, with more than 3,500 located in 66 field offices in the 50 states, Puerto Rico, Guam and the Virgin Islands.

Specific activities of the Small Business Administration include:

- helping individuals obtain loans to restore or to replace businesses and homes damaged or destroyed by storms, floods or other disasters;
- arranging courses, conferences, workshops and problem solving clinics, held in cooperation with universities, colleges and Chambers of Commerce, for small business owners;
- helping small firms owned by handicapped, or socially or economically disadvantaged individuals become more competitive through business education;
- assisting small businesses in preparing bids and obtaining Federal contracts;
- working with small-business exporters to help them obtain business loans;
- counseling small businesses in cooperation with university student counseling teams, professional and trade organizations and the Service Corps of Retired Executives;
- assisting small businesses in overcoming production problems and in diversifying their product lines; and
- working with women-owned firms to improve or to expand their businesses through education and training.

Major(s)	Degree(s)
Accounting	BS, BA, MS, MA
Banking and Credit	BS, BA, MS, MA
Business Administration	BS, BA, BBA, MBA
Communications	BS, BA, MS, MA
Computer Science	BS, BA, MS, MA
Credit	BS, BA, MS, MA
Economics	BS, BA, MS, MA
Education	BS, BA, MA, MEd
Finance	BS, BA, MS, MBA
Industrial Engineering	BS, BA, MS, MA
Industrial Management	BS, BA, MS, MA
Industrial Relations	BS, BA, MS, MA
Journalism	BS, BA, MS, MA
Labor Relations	BS, BA, MS, MA
Law	JD, LLB
Personnel Management	BS, BA, MS, MA
Political Science	BS, BA, MS, MA
Psychology	BS, BA, MS, MA
Public Administration	BS, BA, MPA

GS Level(s)	Occupational Title(s)
5/7	Loan Assistant/ Specialist
5/7/9	Business Opportunity Specialist
5/7/9	Business Development Specialist
5/7/9	Personnel Staffing Specialist
5/7/9	Classification Specialist
5/7/9	Employee Relations Specialist
5/7/9	Employee Development Specialist
5/7/9	Personnel Management Specialist
5/7/9	Operating Accountant
5/7/9	Economist
5/7/9	Public Information Specialist
5/7/9	Writer-Editor
5/7/9	Financial Analyst
5/7/9	Budget Analyst
5/7/9	Computer Specialist
5/7/9	Equal Employment Opportunity Specialist
5/7/9	Contract Specialist
9	Law Clerk
9	Attorney

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Regional Personnel Office or the Disaster Personnel Office in the geographic area where employment is desired.

Personnel Offices

Region I
Regional Personnel Office
Small Business Administration
60 Batterymarch Street
10th Floor
Boston, MA 02110
(617) 223-3270

(Maine, New Hampshire, Vermont, Rhode Island, Connecticut and Massachusetts)

Region II
Regional Personnel Office
Small Business Administration
26 Federal Plaza
Room 31-08
New York, NY 10278
(212) 264-3254

(New York, New Jersey, Puerto Rico and Virgin Islands)

Region III
Regional Personnel Office
Small Business Administration
Allendale Square
475 Allendale Road, Suite 201
King of Prussia, PA 19406
(215) 962-3804

(Pennsylvania, West Virginia, Virginia, Maryland, Delaware and Washington, DC, District Office)

Region IV
Regional Personnel Office
Small Business Administration
1375 Peachtree Street, NE
Fifth Floor
Atlanta, GA 30367–8102
(404) 347-4943

(Georgia, Tennessee, Kentucky, North Carolina, South Carolina, Florida, Alabama and Mississippi)

Region V
Regional Personnel Office
Small Business Administration
230 South Dearborn Street
Room 590
Chicago, IL 60604–1593
(312) 353-6614

(Illinois, Ohio, Michigan, Indiana, Wisconsin and Minnesota)

Region VI
Regional Personnel Office
Small Business Administration
8625 King George Drive
Building C
Dallas, TX 75235
(214) 767-7628

(Texas, Oklahoma, New Mexico, Arkansas and Louisiana)

Region VII
Regional Personnel Office
Small Business Administration
911 Walnut Street
13th Floor
Kansas City, MO 64106
(816) 426-5288

(Missouri, Iowa, Nebraska and Kansas)

Region VIII
Regional Personnel Office
Small Business Administration
999 18th Street
North Tower, Suite 201
Denver, CO 80202
(303) 294-7112

(Colorado, Montana, North Dakota, South Dakota, Wyoming and Utah)

Region IX
Regional Personnel Office
Small Business Administration
450 Golden Gate Avenue
15th Floor
San Francisco, CA 94102
(415) 556-5935

(California, Nevada, Arizona, Hawaii and Guam)

Region X
Regional Personnel Office
Small Business Administration
2615 Fourth Avenue
Room 440
Seattle, WA 98121
(206) 443-7646

(Washington, Oregon, Idaho and Alaska)

Disaster Personnel Offices

Personnel Office
Small Business Administration
Disaster Area 1
Occidental Chemical Building
360 Rainbow Boulevard
3rd Floor
South Niagara Falls, NY 14303
(716) 282-4612
(Regions I and II)

Personnel Office
Small Business Administration
Disaster Area 2
120 Ralph McGill Street
14th Floor
Atlanta, GA 30304
(404) 347-3771
(Regions III, IV and V)

Personnel Office
Small Business Administration
Disaster Area 3
4400 Amon Carter Boulevard
Suite 102
Fort Worth, TX 76155
(817) 267-1888
(Regions VI and VII)

Personnel Office
Small Business Administration
Disaster Area 4
1825 Bell Street
Suite 208
Sacramento, CA 95825
(916) 978-4578
(Regions VIII, IX, and X)

Headquarters

Central Personnel Office
Small Business Administration
1441 L Street, NW
Room 300
Washington, DC 20416
(202) 653-6567

Smithsonian Institution

1000 Jefferson Drive
Washington, DC 20560

THE INSTITUTION

Visitors to any of the Smithsonian's 14 museums or the National Zoo enter the world's largest museum complex. The Smithsonian Institution, an independent trust instrumentality of the United States, holds some 134 million artifacts and specimens in its trust "for the increase and diffusion of knowledge among men." The Institution, an important center for research, is dedicated to public education, national service and scholarship in the arts, science and history. The Smithsonian was established in 1846 with funds bequeathed to the United States by James Smithson, an English scientist.

Nine Smithsonian museums are located on the National Mall between the Washington Monument and the Capitol. A new three-level underground building, which opened September 28, 1987, houses two museums, along with the International Center, offices and classrooms. Four other museums and the National Zoo are elsewhere in Washington, and the Cooper-Hewitt Museum is in New York City.

The Smithsonian also includes three entities separately administered by their own boards of trustees: the National Gallery of Art, the Woodrow Wilson International Center for Scholars and the John F. Kennedy Center for the Performing Arts.

In addition to museums and objects, the Smithsonian offers an exciting schedule of living exhibits. For a 10-day period each summer, the Festival of American Folklife brings musicians and craftspeople to the Mall to demonstrate traditional skills. Concerts, lectures, film programs and other presentations are held in the museums throughout the year. As a national institution, the Smithsonian has the responsibility of reaching out to people across the country with programs of cultural and educational value. These programs include the Smithsonian Institution Traveling Exhibition Service, which develops exhibitions on art, design, history, science and technology, and circulates more than 100 at a time to museums, galleries, colleges, cultural institutions and other public centers throughout the United States and in Europe, Asia, Africa and South America.

A corner of the Hirshhorn Museum Sculpture Garden is shown here, with the Arts and Industries Building and "The Castle" in the background.

Smithsonian Photo

Other outreach activities include: the Smithsonian Institution Press, the publishing arm that annually produces some 120 books and scholarly monographs, as well as recordings relating to Smithsonian collections and research interests; *The Smithsonian* magazine, a monthly publication with lively features on art, history and science; the Smithsonian News Service, a feature-story service to which more than 1,500 daily and weekly newspapers nationwide subscribe; "Radio Smithsonian," a half-hour weekly series to which almost 100 radio stations nationwide subscribe; and "Here at the Smithsonian . . .," a series of three-minute TV features to which more than 150 stations nationwide subscribe.

The Staff

The Smithsonian staff includes Scientists, Historians and Art Professionals, most with advanced degrees. The various disciplines include American history, anthropology, the arts, astrophysics, biology, botany, conservation, entomology, folklife, ornithology, paleobiology, physiology and zoology. These museum professionals are assisted in their work by Laboratory Technicians and by Museum Specialists and technical staff.

Museum Curators, usually holding master's or doctor's degrees, are acknowledged experts in various disciplines within the arts, sciences, history and technology. Curators are supported by Museum Specialists and Technicians, Conservators, Registrars, Librarians, Education and Exhibits Specialists, Designers, Photographers and others who work on innumerable aspects of preserving, studying, displaying and interpreting the collections.

In addition, Smithsonian employees work in various support areas such as fiscal operations, automatic data processing, personnel administration, supply, procurement, printing, management analysis and public information. Janitors, Gardeners and Laborers maintain the museum's grounds and equipment; Security staff protects the staff, visitors, buildings and collections; and skilled workers are used in carpentry, painting, electrical, metal working and other crafts and trades.

Turnover at the Smithsonian is quite low, and opportunities in most fields are limited. Openings for Security Personnel and Custodians (restricted to veterans), Typists, Secretaries and Museum Shop Clerks are more frequent than for more technical or specialized positions. Like many organizations, the Smithsonian normally fills higher level positions by promoting current employees; therefore, opportunities above the entry level are limited except for certain specialized fields.

Major(s)	Degree(s)
Accounting	BS, MBA
Art History	BA, MA, PhD
Conservation (museum objects)	MS, MFA
Education	BA, BS, MA, MS
Engineering	BSE, MSE
Fine Arts	BFA, MFA, PhD
History	BA, MA, PhD
Library Science	MLS
Science (Any)	BS, MS, PhD

GS Level(s)	Occupational Title(s)
5/7/9/11/12	Accountant/Auditor
11/12/13/14/15	Anthropologist
11/12/13/14/15	Biologist
11/12/13/14/15	Botanist
9/11/12	Conservator
5/7/9/11/12	Education Specialist
11/12/13/14/15	Entomologist
5/7	Exhibits Specialist
11/12/13/14/15	Geologist
9/11/12	Historian
9/11/12	Librarian
11/12/13/14/15	Museum Curator
5/7/9	Museum Technician/Specialist
11/12/13/14/15	Zoologist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For General Employment and the Presidential Management Intern Program

Chief, Staffing Services Branch
Employment Office
Smithsonian Institution
900 Jefferson Drive, Room 1410
Washington, DC 20560
(202) 357-1354

For Cooperative Education

Director, Office of Fellowships
and Grants
Smithsonian Institution
955 L'Enfant Plaza, Room 7300
Washington, DC 20560
(202) 287-3271

For Specialized Programs

Internship and Visiting
Professionals Coordinator
Office of Museum Programs
Smithsonian Institution
900 Jefferson Drive, Room 2235
Washington, DC 20560
(202) 357-3101

Department of State

Washington, DC 20520

THE DEPARTMENT

Established in 1781, the **Department of State** is the oldest executive agency of the U.S. Government. The Department is responsible for planning, conducting and implementing U.S. foreign policy. Foreign Service Officers carry out the foreign policy of the United States under the direction of the Secretary of State. They participate in the development of policies, represent the United States in relations with other governments and with international organizations, keep the President and Secretary of State informed of developments abroad and protect American interests in foreign countries.

Foreign Service Officers

The approximately 4,000 Foreign Service Officers of the Department of State serve as administrative, consular, economic and political officers in more than 230 U.S. Embassies and Consulates in more than 140 nations, in Washington, DC. Some other Government agencies also employ Foreign Service Officers. The Department of State seeks to attract candidates for the Foreign Service who represent the diverse backgrounds found in the United States.

Selection

The Foreign Service written examination is administered throughout the United States and at posts abroad once a year. Candidates for Foreign Service Officer in the Department of State, the U.S. Information Agency and the Department of Commerce are identified through the written examination. To be eligible for the written examination, applicants must be:

- at least 20 years old on the date of examination;
- U.S. citizens; and
- available for worldwide assignment, including Washington, DC.

Registration forms are available in July of each year and must be received by the Educational Testing Service by mid-October. The Department of State has an active Affirmative Action Program for Foreign Service Junior Officer Candidates.

The examination consists of multiple-choice questions which test a candidate's knowledge and understanding of:

(1) the institutions and concepts basic to the development of the United States and other countries;

(2) written English;

(3) geography and international relations; and

(4) the literary, artistic and philosophical heritage of the United States and other cultures.

Current trends, developments in the arts, and basic scientific and management principles are also a portion of the test. Candidates who pass the written examination will be eligible for an all-day assessment by a panel of trained Foreign Service Examiners. The assessment includes a variety of simulation techniques, examinations and appraisals.

Foreign Service Opportunities

Major(s)	Degree(s)	FP Level(s)*	Occupational Title(s)
Civil Engineering	BS	2/3/4	Construction Engineer
Computer Science	BS, AAS	9/8	Support Communications Officer
Computer Science	BS	5/4/3	Systems Manager
Computer Science (and experience)	BS	6	Communications Electronics Officer
Cryptography**	BS	6	Communications Electronics Officer
Engineering	BS	6/5/4 6/5/4	Security Engineering Officer Building and Maintenance Officer
Industrial Arts	BS	6/5/4	Building and Maintenance Officer
Physics	BS	6/5/4	Security Engineering Officer
Radio Telephony**	BS	6	Communications Electronics Officer
Science (Any)	BS	6/5/4	Security Engineering Officer
Systems Management	BS	5/4/3	Systems Manager

*FP = Foreign personnel salary level

**No degree programs are available for these areas. Hands-on experience and training are sufficient to qualify.

Foreign Service Specialists

The Department of State offers career opportunities to professionals in specialist functions needed to meet Foreign Service responsibilities around the world. The Department of State conducts continuing recruitment for positions for Foreign Service Secretary, Support Communications Officer and Communications Electronics Officer. The Department of State periodically recruits candidates for the following specialist positions: Financial Management Officer, General Services Officer, Personnel Officer, Building and Maintenance Specialist, Systems Manager, Construction Engineer, Security Engineering Officer, Security Officer, Physician and Nurse. While the annual Foreign Service written examination is not required for Foreign Service Specialist appointments, all applicants must be:

- U.S. citizens;
- at least 21 years old;
- high school graduates or equivalent and with bachelor's and/or advanced degrees/professional licenses/or appropriate credentials as required;
- able to meet rigorous medical requirements (dependents must do so, also);
- able to pass a thorough background investigation; and
- available for worldwide assignment, including Washington, DC.

The decision to enter a Foreign Service career involves unusual motivation and a firm dedication to public service. Personnel must agree to serve at any U.S. diplomatic or consular post abroad, or in any domestic position, according to the needs of the Foreign Service. The mobility of this career presents challenges to family life.

The rewards of a Foreign Service career are many and varied. They include: the pride and satisfaction of representing the United States; the challenge of working in a demanding, competitive profession; contact with stimulating American and foreign colleagues in government, business, the press and other professions; frequent travel and the enriching cultural and social experiences of living abroad.

The Department of State has a Civil Service workforce of more than 4,500 employees in Washington, DC, and at field offices throughout the country. The Department has a continuous need for Clerk-Stenographers, Clerk-Typists, Clerks and Secretaries.

A variety of vacancies occur periodically for positions such as Attorneys, Budget and Finance Officers, Computer Specialists, Electronics Engineers, Personnel Specialists, Public Information Specialists, Technical Information Specialists and Passport Examiners. Appointments to these positions are normally made through the Department of State or through special hiring authority granted to the Department by the Office of Personnel Management.

Civil Service Opportunities

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS, BA	5/11	Accountant/Auditor/Budget Analyst/Financial Manager
All Majors	BS, BA	5/7	Passport Examiner
Auditing	BS, BA	5/11	Auditor
Banking	BS, BA	5/11	Financial Manager
Business Administration	BS, BA	5/11	Financial Manager/ Management Analyst/ Program Analyst/Contract Specialist
Computer Science	BS, BA	5/11	Computer Specialist
Engineering			
Electronics	BS	5/11	Electronics Engineer
Electrical	BS	5/11	Electronics Engineer
Finance	BS, BA	5/11	Financial Manager/Budget Analyst
Law	LLB	11/12	Attorney
Management	BS, BA	5/11	Management Analyst/ Program Analyst
Management (Contract)	BS, BA	5/11	Contract Specialist

Related experience may be substituted for education for all the occupational titles listed. A bachelor's degree may be substituted for three years general experience.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

For Foreign Service Opportunities
Recruitment Division
Department of State
PO Box 9317
Rosslyn Station
Arlington, VA 22209
(703) 875-7247

24-hour Foreign Service Job Vacancy Line
(703) 875-7109

For Civil Service Opportunities
Staffing Services Division
Office of Civil Service Personnel (PER/CSP)
Department of State
Room 2429
Washington, DC 20520
(202) 647-7152

24-hour Civil Service Job Vacancy Line
(202) 647-7284

For All Student Program Inquiries
(202) 647-7152

Tennessee Valley Authority

400 West Summit Hill Drive
Knoxville, TN 37902

THE AUTHORITY

The **Tennessee Valley Authority (TVA)** was established by Congress in 1933 as an independent corporate agency of the Federal Government. The program includes power, natural resources and economic development as well as agricultural and chemical research. Addressing a monumental mission to improve the quality of life in the Tennessee Valley through the conservation and development of the Valley's natural and human resources, TVA has harnessed a 650-mile river, reforested land, created a navigable inland waterway and become the country's largest electric power producer. Interlocked in its power program, which is self-supporting, is the challenge of providing adequate, reliable, cost-efficient and safe power to 160 municipal and cooperative electric systems, Federal agencies and major industries. The seven-state region TVA serves encompasses almost all of Tennessee, north Alabama, northeast Mississippi and small areas in Kentucky, Georgia, North Carolina and Virginia, an area that is currently home to more than 4 million people.

Fueling the economic growth of the Valley requires confronting new problems in a changing world. A flexible working environment helps foster innovative solutions. TVA's role of leadership is accompanied by a rigorous commitment to standards of excellence. Its record of setting industry standards spans more than half a century.

Location

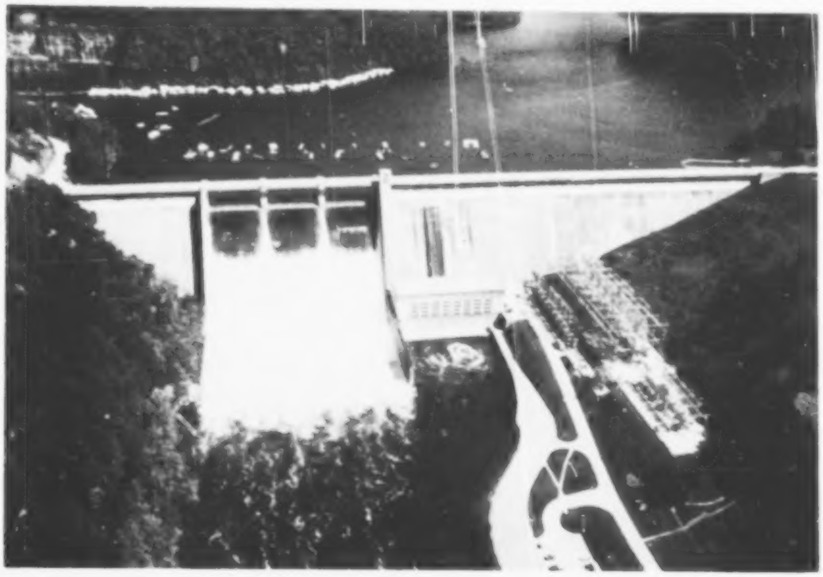
The Tennessee Valley Authority is headquartered in Knoxville, Tennessee. Other major offices are in Chattanooga, Tennessee, and in Muscle Shoals, Alabama.

At TVA's headquarters, a highly capable force of people provides a range of basic administrative, financial and personnel services essential to the support of engineering construction projects and the many other facets of TVA's power program. Knoxville is also the nucleus for a staff involved in economic and community development throughout the Valley.

The Office of Power is in Chattanooga. TVA's power system includes 30 hydroelectric plants, 12 coal-fired steam plants, four combustion-turbine plants, three nuclear plants and one hydroelectric pumped-storage plant. An additional nuclear plant is under construction. Approximately 16,400 miles of transmission lines, most of them operating at 161-kv and 500-kv, and more than 350 substations transmit power. The total generating capacity of TVA's power system is more than 30 million kilowatts.

Power program activities also involve such matters as power planning and management, energy use and distributor relations, energy conservation and rates and energy demonstrations.

The Office of Agricultural and Chemical Development in Muscle Shoals, Alabama, has national responsibility for research, development and introduction of experimental fertilizer. With laboratories, pilot plants, greenhouses and experimental manufacturing units, the National Fertilizer Development Center at Muscle Shoals is the world's most comprehensive fertilizer research facility. Although the program's research is centered here, testing and introduction are nationwide.



Norris Dam, named for Sen. George Norris of Nebraska, is one of many dams that have helped prevent flood damages in the Valley.

TVA Photo

Control room at Watts Bar Nuclear Plant.

TVA Photo

Growth and Development

College graduates are placed in assignments that match their career interests and satisfy organization requirements. Initial responsibilities help develop judgment for higher-level positions. The first 12-15 months are devoted to on-the-job training with experienced engineering personnel. Entry-level positions have long-range career potential, including tuition reimbursement.

Major(s)	Degree(s)
Computer Science	BS, MS
Engineering	
Chemical	BS, MS
Civil	BS, MS
Electrical	BS, MS
Mechanical	BS, MS
Nuclear	BS, MS

TVA employs approximately 26,000 people. More than 5,000 are Engineers and Scientists. The Tennessee Valley Authority utilizes a limited number of college graduates from other disciplines; its needs are primarily concentrated in engineering and computer science.

Pay Schedule(s)*	Occupational Title(s)
C-1/C-2	Chemical Engineer
C-1/C-2	Civil Engineer
C-1/C-2	Electrical Engineer
C-1/C-2	Mechanical Engineer
C-1/C-2	Nuclear Engineer
C-1/C-2	Programmer Analyst
C-1/C-2	Computer Analyst

* Basic pay schedule for salary policy employees. C-1 = Bachelor; C-2 = Graduate; Schedule C is the designated pay schedule for engineering disciplines and computer science

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Employment Services, ET 5C 50
P-K
Tennessee Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902
(615) 632-7746

Department of Transportation

400 Seventh Street, SW
Washington, DC 20590

THE DEPARTMENT

The nation's transportation system is composed of a vast and intricate network of highways, skyways, railways, rivers and roads. Nothing is more essential to the well-being of the country's citizens and to its commerce than the efficient operation of this network which crisscrosses the nation and touches the lives of everyone.

Since 1967, the **Department of Transportation (DOT)** has been helping to keep this system running. It is responsible for ensuring the safety and reliability of all forms of transportation, for protecting the interests of consumers, for conducting planning and research for the future and for assisting cities and states in meeting their local transportation goals. The Department's employees are Air Traffic Controllers, Coast Guard personnel, Rail Safety Inspectors, Highway Engineers, pipeline experts, Emergency Medical Service authorities, Traffic Specialists and many others.

The Secretary of Transportation oversees the operating Administrations which compose the Department. Each Administration is concerned with a specific form of transportation. The Secretary's Office also develops and updates a national transportation policy, prepares needed legislation and helps negotiate international transportation agreements.

The Office of the Secretary provides leadership in formulating and executing balanced national and international transportation objectives, policies and programs, stimulating and promoting research and development in all modes and types of transportation with special emphasis on transportation safety, coordinating various transportation programs of the Federal Government and encouraging private development of transportation services and innovative approaches to urban transportation and environmental enhancement programs. The Office of the Secretary includes the Office of the General Counsel and the Assistant Secretaries for Policy and International Affairs, Budget and Programs, Governmental Affairs, Administration and Public Affairs.

Major(s)	Degree(s)
Accounting	BS, MS
Business Administration	BA, BS, MA, MS
Law	JD
Liberal Arts	BA, MA
Public Administration	BA, BS, MA, MS

GS Level(s)	Occupational Title(s)
5/7	Accountant/ Auditor
11	Attorney Advisor/ Law Clerk
5/7	Contract/ Procurement Specialist
5/7	Personnel Management Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Central Employment Information Office (M-18)
Department of Transportation
400 Seventh Street, SW
Washington, DC 20590
(202) 366-9394

Department of Transportation
Office of Inspector General
400 Seventh Street, SW
Washington, DC 20590

THE OFFICE

The **Office of Inspector General (OIG)** is charged with preventing fraud, waste and abuse as well as with promoting economy, efficiency and effectiveness in Federal programs and operations. A career with the OIG will provide an opportunity for challenge, job satisfaction and professional and public esteem. Auditors or Investigators evaluate or examine multimillion dollar programs or look into allegations of fraud and corruption for the purpose of enhancing Department of Transportation programs.

An Auditor, for example, could be assigned to work on: quality control measures over a $25 million police communications system acquired by the New York City Transit Authority; the Merchant Marine training program at state academies to determine whether Federal subsidies for the training are needed and will be effectively used; state highway pavement management practices to determine whether interstate highway pavements are being adequately and cost effectively maintained; the Railroad-Highway Crossings Demonstration Program, to determine whether the program has been successful and cost-effective; and the Federal Aviation Administration's acquisition of Circuit Board Test Equipment to determine whether the procurements are necessary and effectively planned.

OIG Investigators work with Federal and state prosecutors to indict and convict corporations and individuals who have violated laws affecting DOT programs and personnel. In addition to securing criminal prosecutions, Investigators work to recover funds stolen, embezzled or obtained by fraud. They also recommend improvements to DOT funded programs to reduce their vulnerability to fraud and waste. Most crimes investigated by the OIG are complex, white collar crimes, which require imagination and persistence to resolve. These crimes include bid rigging, conspiracy, contract fraud, false claims and raise statements, conflict of interest and computer-related crimes.

Major(s)	Degree(s)
Accounting	BA, BS, MBA
Business Administration	BA, BS, MBA
Business Management	BA, BS, MBA
Criminal Justice	BA, BS, MA, MS
Public Administration	BA, BS, MPA, MS

GS Level(s)	Occupational Title(s)
5/7/9	Auditor
5/7/9	Criminal Investigator

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Inspector General, Room 7418
Office of Personnel and Training, JP-30
Department of Transportation
Washington, DC 20590
(202) 366-2677

Department of Transportation

U.S. Coast Guard
2100 Second Street, SW
Washington, DC 20593

THE COAST GUARD

Since the 18th century, the **U.S. Coast Guard,** with responsibility for maritime service to the nation, has evolved through a number of agencies and the expansion of its missions to all facets of maritime law enforcement and marine safety.

Search and Rescue

Part of the Department of Transportation, the Coast Guard is now, perhaps, best known for its Search and Rescue operation. While carrying out this most essential mission, Coast Guard personnel respond to an average of 80,000 search and rescue calls per year, resulting in the saving of thousands of lives and an impressive amount of property.

Navigation Aids

Although the Coast Guard has a number of other maritime assignments, one of its oldest, aids to navigation, includes the provision and preservation of all types of buoys, lighthouses and lights near coastal points, channels, lakes and dangerous waterways, and the transmission of electronic radio signals to ships' masters, giving accurate information about ships' positions.

Merchant Marine Safety

The Coast Guard approves the design of U.S. merchant vessels, licenses persons who sail the vessels, regulates the types of cargo to be loaded and unloaded and investigates serious merchant ship accidents.

Environmental Protection

Marine environmental protection, a Coast Guard activity since the late 19th century, uses sophisticated techniques to prevent oil spills, and, when necessary, employs the proper systems to minimize environmental damage and cleanup.

Maritime Law Enforcement

The Coast Guard is the principal Federal agency for maritime law enforcement and maritime safety. In this assignment, it interdicts drug smugglers, intercepts illegal immigrants and enforces other laws involving customs and immigration, fisheries, international treaties and laws governing the protection of endangered maritime mammals.

Boating Safety

Assisted by a volunteer civilian auxiliary, the Coast Guard holds responsibility for boating safety. This well-known national operation benefits hundreds of thousands of recreational boaters. The Coast Guard's program encompasses research and development of safer boating practices and equipment, enforcement of boating safety standards and the conduct of a vast educational program on

U.S. Coast Guard search and rescue effort. DOT Photo

U.S. Coast Guard Engineers. DOT Photo

good safety practices for the boating public.

Major(s)	Degree(s)
Accounting	BS, BA, MBA
Business Administration	AA, BA, MBA
Education	BA, MA
Engineering (All Specialties)	BS, MS

In addition to officer positions represented by the military program of the Coast Guard, college and university degrees are of value for Coast Guard civilian occupations.

GS Level(s)	Occupational Title(s)
5/7	Accountant
5/7	Computer Specialist
5/7	Contract Specialist
5/7	Education Specialist
5/7/9	Engineer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Civilian Personnel Division,
Room 4100
U.S. Coast Guard
Transpoint Building
2100 Second Street, SW
Washington, DC 20593
(202) 267-1706

Department of Transportation

Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

THE ADMINISTRATION

The **Federal Aviation Administration (FAA)**, as it is presently known, was established in April 1967, when the newly established Department of Transportation began operations. However, the agency has existed in some recognizable form since 1926 when the Air Commerce Act established Federal guidelines to further aviation growth and ensure aviation safety.

Safety and efficiency in aviation are the FAA's primary goals. Major activities toward this end include issuing and enforcing safety rules and regulations; certificating pilots, aviation technicians, aircraft, aircraft components, aviation training schools, airports and airlines; ensuring aviation security; controlling aircraft noise; and conducting aviation safety-related research and development. In addition, the FAA maintains and operates the nation's air traffic control system—a common civilian-military system of air navigation and air traffic control.

Major(s)	Degree(s)
Airway Science	BS
All Majors (qualify for Air Traffic Control Specialist)	BA, BS
Electronics	AA
Engineering	
Aerospace	BS, MS
Civil	BS, MS
Electrical	BS, MS
Electronics	BS, MS
Mechanical	BS, MS
Law	JD

GS Level(s)	Occupational Title(s)
5/7/9	Engineer
7	Air Traffic Control Specialist
11	Attorney/Law Clerk
5	Electronics Technician

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Inquiries should be directed to the Employment Offices serving the following geographical areas:

Headquarters
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
(202) 267-8007

Alaskan Region
Federal Aviation Administration
701 C Street, Box 14
Anchorage, AK 90513
(907) 271-5747
(Alaska and Aleutian Islands)

Central Region
Federal Aviation Administration
601 East 12th Street
Kansas City, MO 64106
(816) 374-3304
(Kansas, Missouri, Iowa and Nebraska)

Eastern Region
Federal Aviation Administration
JFK International Airport
Jamaica, NY 11430
(718) 917-1060
(Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia and West Virginia)

Great Lakes Region
Federal Aviation Administration
2300 East Devon
Des Plaines, IL 60018
(312) 694-7731

(North Dakota, South Dakota, Illinois, Indiana, Minnesota, Michigan, Ohio and Wisconsin)

New England Region
Federal Aviation Administration
12 New England Executive Park
Box 510
Burlington, MA 01803
(617) 273-7345

(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont)

Northwest Mountain Region
Federal Aviation Administration
17900 Pacific Highway
(C-68966)
Seattle, WA 98168
(206) 431-2014

(Colorado, Montana, Utah, Idaho, Oregon, Washington and Wyoming)

Southern Region
Federal Aviation Administration
PO Box 20636
Atlanta, GA 30320
(404) 763-7706

(Florida, Alabama, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the Virgin Islands)

Southwest Region
Federal Aviation Administration
PO Box 1689
Fort Worth, TX 76101
(817) 624-5014

(Arkansas, Louisiana, New Mexico, Oklahoma and Texas)

Western-Pacific Region
Federal Aviation Administration
PO Box 29007
Worldway Postal Center
Los Angeles, CA 90009
(213) 297-1305

(Arizona, California, Nevada and Hawaii)

Other Major Field Offices Not Included in the Above

Federal Aviation Administration
Technical Center
Atlantic City, NJ 08405
(609) 484-6621

Federal Aviation Administration
Mike Monroney Aeronautical Center
PO Box 25082
Oklahoma City, OK 73125
(405) 686-4506

Department of Transportation

Federal Highway Administration
400 Seventh Street, SW
Washington, DC 20590

THE ADMINISTRATION

The **Federal Highway Administration (FHWA)** administers the Federal-aid highway program with the states and works with them in planning and constructing major highway systems and in developing traffic operations systems. It develops and enforces national policies and regulations concerning the safe operation of commercial motor carriers involved in interstate commerce including the movement of hazardous materials over the nation's highways. The FHWA participates with the Forest Service, the National Park Service and other Federal agencies in designing and building roads in national forests, parks and Indian reservations. It is responsible for the development and distribution of state-of-the-art technology, and it assists foreign governments with the development and implementation of highway programs. FHWA has offices in Washington, DC, the 50 states and Puerto Rico.

Major(s)	Degree(s)
Accounting	BS, BA
All Majors	BS, BA
Business	BS, BA
Civil Engineering	BS
Computer Science	BS, BA
Transportation Engineering	BS

GS Level(s)	Occupational Title(s)
5/7	Civil/Highway Engineer
5/7	Motor Carrier Safety Specialist
5/7	Accountant
5/7	Contract Specialist
5/7	Computer Programmer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel and Training
Federal Highway Administration
Room 4317
400 Seventh Street, SW
Washington, DC 20590
(202) 366-0541

best copy available

Department of Transportation

Federal Railroad Administration
400 Seventh Street, SW
Washington, DC 20590

THE ADMINISTRATION

The **Federal Railroad Administration (FRA)** is the center of the Federal Government's activities on railroads, ensuring that the nation has a safe, efficient and progressive railroad network. One of the primary purposes of the FRA is to make and enforce safety rules and regulations for the rail industry, such as setting standards for track maintenance and inspection, the transport of hazardous materials by rail, and rail equipment such as locomotives, signals, safety appliances and power brakes, as well as the investigation of railroad accidents. In addition, the FRA operates a research and development program in which ideas are formulated for the safer operation of railroads and it serves as a thought leader on a variety of regulatory, deregulatory and rail planning issues for the railroad industry.

The FRA is an active supporter of Operation Lifesaver, a program of public education and law enforcement which is designed to educate the general public, more specifically the driving public, about the dangers of rail-highway crossings. The FRA participates in various programs to increase drivers' awareness of the hazards of grade crossings, to emphasize to law enforcement officials the contributions made by enforcing driving laws at crossings and to stress improvements that can be made at rail-highway crossings to enhance safety.

Major(s)	Degree(s)
Accounting	BS, MA
Business	BA, BS, MBA
Economics	BS, MBA, MS
Law	JD

GS Level(s)	Occupational Title(s)
7/9	Economist
5/7/9	Contract Specialist
7/9	Accountant
11	Attorney/Law Clerk

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Federal Railroad Administration
Room 8232
400 Seventh Street, SW
Washington, DC 20590
(202) 366-0584

Department of Transportation

National Highway Traffic Safety Administration
400 Seventh Street, SW
Washington, DC 20590

THE ADMINISTRATION

The **National Highway Traffic Safety Administration (NHTSA)** is responsible for reducing deaths, injuries and economic losses resulting from motor vehicle accidents. This is accomplished by setting and enforcing safety performance standards for motor vehicles, and through grants to state and local governments to enable them to organize, develop and implement their highway safety programs more effectively. NHTSA investigates safety defects in motor vehicles, sets and enforces fuel economy standards, provides leadership to the states and local communities to reduce the threat of drunken drivers, promotes the use of safety belts, child safety seats and automatic protection, investigates odometer fraud, establishes and enforces vehicle theft regulations and provides consumer information on motor vehicle safety and the crashworthiness of new cars. It also conducts research on driver behavior and traffic safety to develop the most efficient and effective means of bringing about safety improvements.

Without question, the United States will continue to be the most mobile country in the world. The National Highway Traffic Safety Administration is dedicated to the belief that this country can also be the safest.

Major(s)	Degree(s)
Engineering	BS, MS
Law	JD
Liberal Arts	BA, BS, MA, MS
Mathematics	BS, MS

GS Level(s)	Occupational Title(s)
11	Attorney Advisor/ Law Clerk
5/7/9	Highway Safety Specialist
5/7/9	Mathematical Statistician
5/7/9	Mechanical Engineer
5/7/9	Safety Standard Engineer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
National Highway Traffic Safety Administration
Room 5306
400 Seventh Street, SW
Washington, DC 20590
(202) 366-2602

Department of Transportation

Urban Mass Transportation Administration
400 Seventh Street, SW
Washington, DC 20590

THE ADMINISTRATION

Mass transportation means more than just buses and subways. It includes streetcars, ferries, carpools and commuter trains. It is vital to hundreds of thousands of people who use mass transportation to get to work, shop or obtain essential services.

The **Urban Mass Transportation Administration (UMTA)** encourages the planning and establishment of areawide urban transportation systems and provides assistance to state and local governments in financing such systems. It helps develop improved mass transportation facilities and provides financial assistance for equipment. A large part of its work is in developing new techniques and methods to be used in the mass transportation field.

Urban transportation investments by the Federal Government began on a modest level in 1961. All major elements of the mass transportation programs were transferred to the Department of Transportation and UMTA in 1968.

Since the capital assistance programs began, more than 6,896 new rail cars, 66,927 new buses and 26 ferry boats have been purchased by hundreds of local transit authorities and systems, and many other capital investments have been made in renovated facilities and equipment.

Since 1970, Urban Mass Transportation Assistance has been significantly expanded. Legislation enacted in 1987 reauthorized the grant and loan program for public transit capital and operating assistance and small urban and rural programs through 1991. A discretionary capital grant program funded from the Mass Transit Account of the Highway Trust Fund is authorized through 1991. The legislation authorizes these programs at approximately $18.5 billion through 1991.

These programs have helped improve the mobility of citizens, conserve energy, reduce traffic congestion and improve the nation's environment.

Major(s)	Degree(s)
Business Administration	BA, BS, MA, MS
Engineering	BS, MS
Civil	BS, MS
General	BS, MS
Public Administration	BA, BS, MA, MS
Transportation (and related majors)	BS, MS

GS Level(s)	Occupational Title(s)
5/7	Transportation Specialist/ Representative
5/7	Civil Engineer
5/7	General Engineer
5/7	Contract Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel, Room 7101
Urban Mass Transportation Administration
400 Seventh Street, SW
Washington, DC 20590
(202) 366-2513

Department of Transportation

St. Lawrence Seaway Development Corporation
180 Andrews Street
Massena, NY 13662

THE CORPORATION

With the Atlantic Ocean at one end and the Great Lakes at the other, the St. Lawrence Seaway provides a 2,300 mile staircase, carrying ships from sea level to an elevation of 600 feet through an intricate series of locks and dams. The Seaway is operated jointly by the United States, through the **St. Lawrence Seaway Development Corporation**, and Canada's St. Lawrence Seaway Authority. The St. Lawrence Seaway Development Corporation was created by legislation in 1954 to construct the U.S. facilities of the St. Lawrence Seaway navigation project. Since 1959, when the Seaway was opened to deep-draft navigation, the Seaway Corporation has been charged with the operation and maintenance of that part of the Seaway between Montreal and Lake Erie, within the territorial limits of the United States, and with development of the full Seaway system from the western tip of Lake Superior to the Atlantic Ocean—a distance of 2,300 miles. The Seaway Corporation has approximately 180 employees, most of whom work in Massena, New York.

Major(s)	Degree(s)
Computer Science	AA
Financial Management	AA

GS Level(s)	Occupational Title(s)
4/5/6	Financial Clerk
4/5/6	Administrative Support Clerk

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

St. Lawrence Seaway
Development Corporation
180 Andrews Street
Massena, NY 13662
(315) 764-3245

St. Lawrence Seaway Development Corporation tugboat cuts through the ice in the frozen seaway.

DOT Photo

Department of Transportation

Maritime Administration
400 Seventh Street, SW
Washington, DC 20590

THE ADMINISTRATION

The **Maritime Administration (MARAD)** became an operating unit of the Department of Transportation on August 6, 1981. Like its predecessor agencies, dating to the creation of the United States Shipping Board in 1916, MARAD is responsible for developing and maintaining a merchant marine capable of meeting America's requirements for both commercial trade and national defense. To accomplish its objectives, MARAD:

- administers financial aid programs assisting U.S. shipbuilders and ship operators;
- develops promotional and marketing programs to generate shipper support for U.S.-flag vessels engaged in foreign trade;
- promotes domestic shipping industry and port development;
- trains ships' officers at the U.S. Merchant Marine Academy at Kings Point, New York, and provides support to state maritime schools;
- negotiates bilateral maritime agreements and participates in international maritime forums; and
- maintains the National Defense Reserve Fleet for timely deployment in national emergencies.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Room 8101
Maritime Administration
400 Seventh Street, SW
Washington, DC 20590
(202) 366-4143

Major(s)	Degree(s)
Accounting	BS, MS, MBA
All Majors	BA, BS
Business Administration	BS, MS, MBA
Economics	BS, MS
Engineering	BS, MS
Law	JD, LLM
Naval Architecture	BS, MS

GS Level(s)	Occupational Title(s)
5/7	Accountant
5/7	Economist
5/7	Transportation Industry Analyst
5/7	Trade Specialist
5/7	Mechanical/Marine Engineer
5/7	Naval Architect
9/11	Law Clerk/Attorney

Department of Transportation

Research and Special Programs Administration
400 Seventh Street, SW
Washington, DC 20590

THE ADMINISTRATION

The **Research and Special Programs Administration (RSPA)** was established on July 20, 1977. It is comprised of the Transportation Systems Center (TSC), in Cambridge, Massachusetts; the Transportation Safety Institute (TSI) in Oklahoma City, Oklahoma; the Office of Emergency Transportation (OET), the Office of Hazardous Materials Transportation (OHMT), and the Office of Pipeline Safety (OPS), which are in Washington, DC. The OPS also has field offices in Atlanta, Georgia; Lakewood, Colorado; Houston, Texas; and Kansas City, Missouri.

RSPA's emphasis is on the research and analysis of transportation systems problems involving the transportation of hazardous materials via all modes of transportation including highways, railroads, air, water and pipelines. The impact of its work, although not readily apparent, is vital to people's safety. Propane spills from tank trucks on local or national highways, which cause poisonous, gaseous fumes or explosions, are of significant importance to RSPA. RSPA takes part in subsequent investigations to determine potential safety measures. Similarly, when explosions occur due to improper pressure or temperature within underground or overhead pipelines transporting hazardous liquids or gas, RSPA plays an active role in the subsequent inspection activity.

RSPA is also involved in other emergency situations including advising state and local governments on emergency preparedness planning and training in the event of natural disasters, as well as assisting in the mobilization of transportation systems during military emergency operations. The widely known TSI provides training to state and local governments, private industry and foreign nationals regarding safety measures while utilizing the various modes of transportation. This includes handling of hazardous materials and techniques for dealing with terrorists.

Even though RSPA is an agency that enforces the regulations of Federal, state and local governments, it also performs chemical and design research on why certain systems, situations, or combinations cause potentially dangerous situations in the transport of materials. Additionally, it has an active role in advising on transportation issues involving natural and military emergencies. Unlike other administrations, RSPA has a mission that affects all modes within the Department.

Major(s)	Degree(s)
Business Administration	BA, BS, MA, MS
Chemistry	BS
Engineering	BS
English	BS, BA
Liberal Arts	BS, MS
Public Administration	BA, BS, MA, MS

GS Level(s)	Occupational Title(s)
9/12	Transportation Specialist
7/13	General Engineer (Pipeline)
7/13	Mechanical Engineer
7/13	Chemical Engineer
9/11	Writer/Editor

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory Section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Research and Special Programs Administration
Department of Transportation
Room 8401
400 Seventh Street, SW
Washington, DC 20590
(202) 366-5608

Department of the Treasury

1500 Pennsylvania Avenue, NW
Washington, DC 20220

THE DEPARTMENT

Mission

The **Treasury Department** has three major functions:

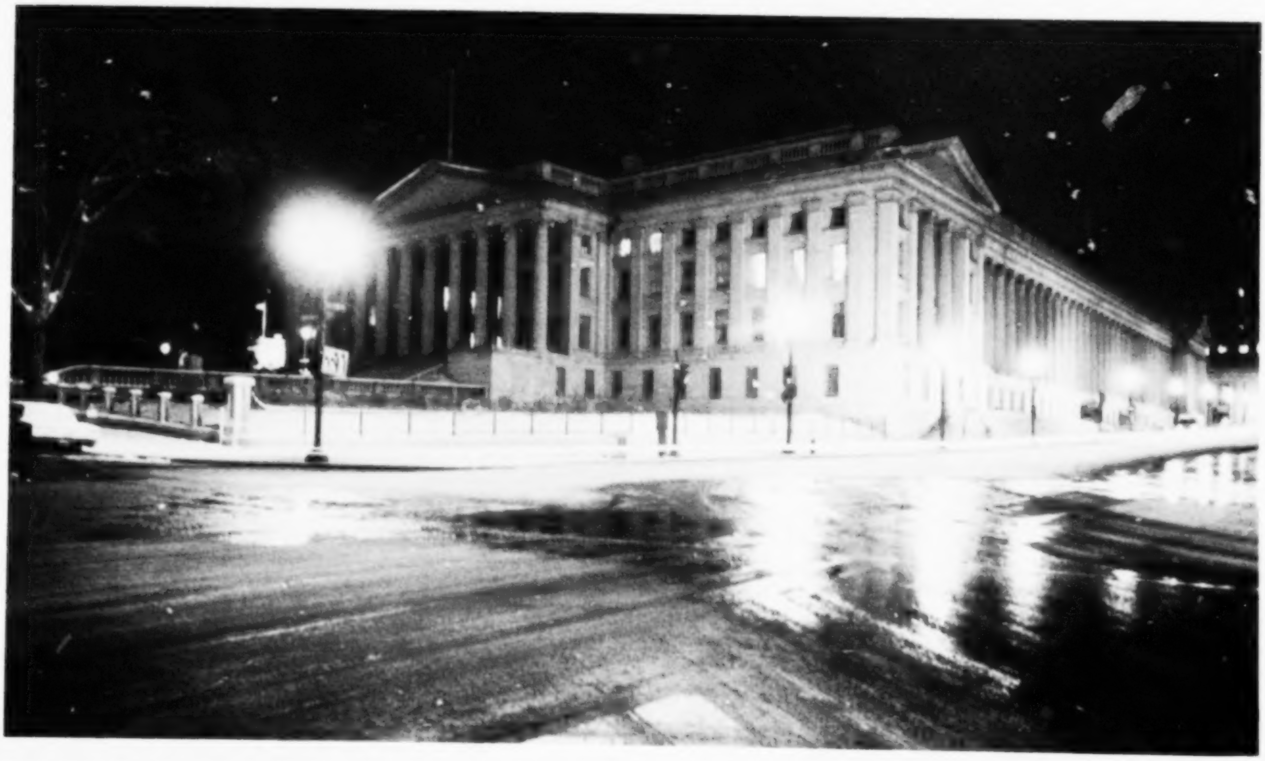
- To manage Federal finances and collect taxes and duties and all monies paid to and due the United States. It also pays all bills of the United States, makes all postage stamps, manages the Government's accounts and public debt and issues Government checks. It supervises national banks, and advises on domestic and international financial, monetary, economic, trade and tax policies.
- To enforce laws related to finance and taxes by investigating and prosecuting tax evaders, counterfeiters, forgers, smugglers, arsonists and gun law violators.
- To protect executives, such as the President and Vice President and their families and candidates for those offices, and foreign missions residing in Washington and visiting foreign dignitaries.

Bureaus

Internal Revenue Service, U.S. Customs Service, Bureau of Alcohol, Tobacco and Firearms, Bureau of Engraving and Printing, Financial Management Service, Federal Law Enforcement Training Center, U.S. Mint, Office of the Comptroller of the Currency, Departmental Offices, Bureau of the Public Debt, Savings Bond Division and Secret Service.

Major Occupations

The Treasury Department employs approximately 160,000 employees in 12 separate Bureaus. While each Bureau is charged with a particular mission or role, several occupations and career opportunities are common to all Treasury Bureaus. These career opportunities exist in professional occupations such as: Economist, Personnel Specialist, Equal Employment Opportunity Specialist, Computer Specialist and Operator, Program Manager, Administrative Assistant/Officer, Management Analyst, Accountant, Budget and Procurement Specialist. Specific occupations also exist in individual Treasury Bureaus and are identified in the following Bureau descriptions.



Department of the Treasury, Washington, DC.

Treasury Photo

Department of the Treasury

Bureau of Alcohol, Tobacco and Firearms
1200 Pennsylvania Avenue, NW
Washington, DC 20226

THE BUREAU

The **Bureau of Alcohol, Tobacco and Firearms** (ATF) traces its history to colonial days when the first Federal tax was imposed on alcohol. ATF was established as a separate Bureau within the Department of the Treasury in 1972. Previously, ATF was part of the Internal Revenue Service. ATF has compliance and law enforcement responsibilities relating to Federal laws governing alcohol, tobacco, firearms, arson and explosives.

The compliance duties of the Bureau include the administration of laws on the production, processing, distribution and use of alcohol, tobacco and related products. These duties also include the regulatory aspects of firearms and explosives licensing. The Bureau also investigates unlawful trade practices and carries out programs to ensure consumer and environmental protection. To accomplish the compliance mission, ATF Inspectors conduct regular inspections of distilled spirits plants, breweries, wineries, explosives plants and tobacco manufacturing plants.

The law enforcement duties of the Bureau include enforcing Federal firearms laws to curb illegal traffic in and criminal use of firearms. The Bureau also investigates violations of Federal explosives laws, including most bombings and many arson-for-profit schemes. It curbs the production of illicit liquor and sale of alcoholic beverages for which no Federal tax has been paid. The Bureau also advises and assists state and local law enforcement agencies. To accomplish the Bureau's law enforcement mission, Special Agents are stationed throughout the nation.

Employees of the Bureau's laboratories perform many specialized services such as reconstruction of bomb debris, analyses of inks and documents dealing with atomic absorption techniques, examination of alcohol products for adulteration and contamination and the presentation of court testimony. Gun tracing is also a major Bureau function.

The Bureau employs some 3,500 employees of which 500 are assigned to Bureau Headquarters in Washington, DC. The rest are stationed at posts throughout the country.

Major(s)	Degree(s)
All Majors	BS, BA

GS Level(s)	Occupational Title(s)
5/7	Special Agent
5/7	Inspector

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Staffing Specialist
Personnel Division, Room 1215
Bureau of Alcohol, Tobacco and Firearms
1200 Pennsylvania Avenue, NW
Washington, DC 20226
(202) 566-7321

Department of the Treasury

Office of the Comptroller of the Currency
490 L'Enfant Plaza, SW
Washington, DC 20219

THE OFFICE

National banks—federally chartered commercial banks—are the heart of our country's financial system. They provide a large share of the credit, depository and other financial services that are the economic lifeblood of the nation. The central mission at the **Comptroller of the Currency (OCC)** is to foster the safety and soundness of the national banking system. This charge includes monitoring national banks' compliance with the law and promoting the competitiveness, integrity and stability of the financial services marketplace.

The difficulty and importance of the mission is clear. One cannot read a major newspaper or financial journal without finding frequent references to the volatility of the international financial system, the vulnerability of certain financial institutions or the potential ripple effects of failures in the system. OCC policies and actions deal with issues of great economic and political sensitivity. The OCC is constantly aware of its role in serving the national interest.

The OCC staff is characterized by dedication, independence and responsiveness to change. As a non-appropriated agency, the OCC receives funding through bank assessments, not Congressional appropriations, and tries to be as dynamic as the financial services industry it regulates. Consequently, the OCC has most of the benefits which are provided to all Federal employees and the flexibility to offer other nontraditional government benefits.

Major(s)	Degree(s)
Accounting*	BA, BS, MS, MA
Bank Law*	BA, BS, MS, MA
Banking*	BA, BS, MS, MA
Business Administration*	BA, BS, MS, MA
Commercial Law*	BA, BS, MS, MA
Economics*	BA, BS, MS, MA
Finance*	BA, BS, MS, MA

* A minimum of 24 semester hours in accounting is required

CP Level(s)*	Occupational Title(s)
CP-1/2	Bank Level Examiner
CP-1/2	Research Assistant

* CP-1/2 is equivalent to GS-5/7

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

The Personnel Office at each District Office as follows:

Central District
Office of the Comptroller of the Currency
One Financial Place, Suite 2700
440 South LaSalle Street
Chicago, IL 60605
(312) 663-8000

Midwestern District
Office of the Comptroller of the Currency
2345 Grand Avenue, Suite 700
Kansas City, MO 64108
(816) 556-1800

Northeastern District
Office of the Comptroller of the Currency
1211 Avenue of the Americas, Suite 4250
New York, NY 10036
(202) 944-3495

Southeastern District
Office of the Comptroller Currency
Marquis One Tower, Suite 600
245 Peachtree Street, NE
Atlanta, GA 30303
(404) 659-8855

Southwestern District
Office of the Comptroller of the Currency
1600 Lincoln Plaza
500 North Akard
Dallas, TX 75201-3394
(214) 720-0656

Western District
Office of the Comptroller of the Currency
50 Fremont Street, Suite 3900
San Francisco, CA 94105
(415) 545-5900

Department of the Treasury

U.S. Customs Service
1301 Constitution Avenue, NW
Washington, DC 20229

THE SERVICE

Over the years, Customs has come to mean many things to many people. To the international traveler, Customs is the men and women in blue at the border station, airport or seaport who examine personal luggage and facilitate the entry of passengers upon their return to the States. To the importer, Customs provides advice and protection and control of merchandise shipped into the country. To the smuggler, Customs is the planes, vessels and vehicles, and dedicated people constantly monitoring the nation's perimeters to thwart attempts at illicit entries of merchandise, including illegal narcotics and dangerous drugs.

When the U.S. **Customs Service** was created by the First Congress of the United States in 1789, its mission was to assess and collect the revenue on imported merchandise and to enforce Customs and related laws. Customs gave the United States its first source of revenue and became its first law enforcement agency. Although the primary mission has remained constant, changes in the size and complexities of the international community have resulted in a significant expansion of the responsibilities of the Customs Service and its method of operation.

Today, the U.S. Customs Service protects the American public, labor and business, by enforcing trademark, copyright and patent privileges. Modern computer technology and communications are now being used extensively to facilitate the processing of the ever-increasing numbers of travelers entering the United States. Merchandise processing is streamlined through the use of sophisticated automation, and science and analytical research assist Customs Officers in their efforts to stop illegal and fraudulent activities. Increasing emphasis is being placed on the investigation of schemes that defraud the U.S. Government of rightful revenue, the illicit transportation of currency, and export violations which include the illegal shipment of arms and technology abroad.

Customs responds to the challenge presented by smugglers by the use of tactical interdiction techniques. A highly trained, professional force, integrated with sophisticated equipment and special air and marine support, focuses on critical smuggling operations and ensures a highly visible deterrent to would-be smugglers. One Customs enforcement operation is the use of drug detection dogs. They save countless staff hours in locating narcotics and dangerous drugs in vehicles, mail, baggage, and cargo.

Concern with world commerce does not stop at the boundaries of the United States. Customs provides training and advisory assistance to foreign governments in many Customs-related activities. Customs' representation in international organizations and negotiation of bilateral agreements have strengthened America's position in international trade and law enforcement.

Employment in Customs. This is a dynamic workforce—about 14,000 employees—highly trained and dedicated. Customs is organized into seven regions which encompass the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands. Most employees work in the 300 ports of entry along our land and sea borders, at international airports, or at the Headquarters Office in Washington, DC. A few Officers work overseas.

Suitability Investigations. Fitness for federal employment must be determined for every prospective employee. Because the Customs Service is a law enforcement agency, candidates for certain Customs positions will be extensively investigated. This investigation will consist of written inquiries and/or personal interviews of such sources as personnel of other Government agencies, teachers, employers, neighbors, friends and acquaintances. Various records such as police and FBI records may also be checked. The extent of investigation will depend on the sensitivity of the position being filled.

Law Enforcement Positions. Due to the nature of the Customs mission, applicants for law enforcement positions must be willing to work irregular hours and overtime (for which they are paid). Often, the overtime is not scheduled in advance. Many positions also require shift work, considerable travel and mobility. Employees in law enforcement positions will be required to carry weapons and to qualify regularly with firearms. Applicants committed to enforcing the law and willing to devote the time required to get the job done, will find exciting and rewarding careers in Customs.

For exceptional people, exceptional careers can be found with the U.S. Customs Service.

Major(s)	Degree(s)
Accounting	BS, BA
Anthropology	BA, BS, MA, MS
Business Administration	BA, BS, MA, MS
Business Law	BA, BS, MA, MS
Cartography	BA, BS, MA, MS
Computer Science	BA, BS, MA, MS
Criminal Justice	BS, BA
Criminology	BA, BS, MA, MS
Economics	BA, BS, MA, MS
Education	BA, BS, MA, MS
Engineering	BA, BS, MA, MS
Forestry	BA, BS, MA, MS
Geography	BA, BS, MA, MS
Geology Sciences	BA, BS, MA, MS
History	BA, BS, MA, MS
Industrial Relations	BA, BS, MA, MS
Labor Relations	BA, BS, MA, MS
Law Enforcement	BA, BS, MA, MS
Liberal Arts	BA
Logistics Management	BA, BS, MA, MS
Mathematics	BA, BS, MA, MS
Military Science	BA, BS, MA, MS
Personnel Management	BA, BS, MA, MS
Physical Science	BS
Police Administration	BA, BS, MA, MS
Police Science	BA (and one full year of graduate education)
Political Science	BA, BS, MA, MS
Psychology	BA, BS, MA, MS
Public Administration	BA, BS, MA, MS
Public Health	BA, BS, MA, MS
Sociology	BA, BS, MA, MS
Statistics	BA, BS, MA, MS
Telecommunications	BA, BS, MA, MS

For many entry-level positions, any major is qualifying at the GS-5 level.

GS Level(s)	Occupational Title(s)
4/5	Customs Aide
4/5	Physical Science Technician
5	Customs Inspector
5	Import Specialist
5	Auditor
5	Chemist
5/7*	Accountant/Auditor
5/7	Budget Analyst
5/7	Computer Specialist
5/7	Contract Specialist
5/7	Criminal Investigator
5/7	Employee Development Specialist
5/7	Inventory Management Specialist
5/7	Labor and Employee Relations Specialist
5/7	Logistics Management Specialist
5/7	Management Analyst
5/7	Personnel Management Specialist
5/7	Personnel Staffing Specialist
5/7	Position Classification Specialist
5/7	Space, Facilities and Communications Management Specialist
5/7/9/11	Intelligence Research Specialist
5/7	Treasury Enforcement Agent
5/7	Customs Investigator
5/7	Air Interdiction Officer
9	Special Agent

*In most cases, Superior Academic Achievement will qualify individuals for the GS-7 level

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Servicewide Special Emphasis
Program Coordinator
Office of Human Resources
U.S. Customs Service
2120 L Street, Room 7402
Washington, DC 20229
(202) 634-5025

Department of the Treasury

Departmental Offices
15th and Pennsylvania Avenue, NW
Washington, DC 20220

THE OFFICES

The Department of the Treasury **Departmental Offices** consists of a variety of executive offices at the Assistant Secretary level, which are engaged in highly visible economic and fiscal activities with national and international significance. Examples of such activities include development of U.S. international economic and financial policies and economic forecasting and analysis.

Major(s)	Degree(s)
Accounting	BS, MBA
Auditing	BS, MBA
Business Administration	BA, MBA
Computer Science	BS, MS
Criminal Justice	BA, MS
Economics	BA, MBA, PhD
Finance	BA, MBA

GS Level(s)	Occupational Title(s)
5/12	Economist/ International Economist
5/12	Accountant/Auditor
5/12	Financial Analyst/ Budget Analyst
5/12	Computer Specialist
5/12	Criminal Investigator

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Personnel Resources
Departmental Offices
Employment Section, Room 1316
Department of the Treasury
15th and Pennsylvania Avenue, NW
Washington, DC 20220
(202) 566-5411

Department of the Treasury

Bureau of Engraving and Printing
14th and C Streets, SW
Washington, DC 20228

THE BUREAU

The **Bureau of Engraving and Printing** is the U.S. Government's security printer and is the world's largest securities manufacturing establishment. Approximately 40 billion security documents are produced annually.

The Bureau does not receive annual appropriations and, thus operates as a private business, requiring high quality and productivity to keep prices down and customers satisfied.

There are opportunities to join some of America's most trusted employees in a broad range of occupations including printing; engraving; production management; chemistry; and electrical, industrial and mechanical engineering. Positions are available also for Police Officers, Accountants, Auditors and Security Specialists.

Selection is highly competitive, but the Bureau offers superb on-the-job and formal training opportunities to those who are selected.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Office of Industrial Relations
Bureau of Engraving and Printing
14th and C Streets, SW, Room 202-A
Washington, DC 20228
(202) 447-9840

Major(s)	Degree(s)
Accounting	BA, BS, MA, MS
Chemistry	BS, MA, MS
Computer Science	BA, BS, MA, MS
Industrial Engineering	BS, MA, MS
Mechanical Engineering	BS, MA, MS

GS Level(s)	Occupational Title(s)
5/6	Police Officer
5/7	Computer Specialist
5/7/9/11 12	Engineer
5/7	Contract Specialist
5/7	Engraver
9/11/12	Production Manager
7/9/11/12	Chemist
5/7/9/11 12	Security Specialist
5/7/9/11 12	Accountant
5/7/9/11 12	Auditor

Department of the Treasury

Federal Law Enforcement Training Center
Glynco Facility
Glynco, GA 31524

THE CENTER

The **Federal Law Enforcement Training Center** is an interagency training facility which was established to serve the training needs of the Federal enforcement community. The Center provides basic and advanced training for police officers and criminal investigators from more than 60 Federal organizations and other agencies on a space available basis. In 1982, another facet of training was added. The Center began training personnel from state and local enforcement agencies in advanced and specialized programs geared toward specific concerns of these agencies. Glynco, Georgia, is located 70 miles south of Savannah, Georgia.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Criminal Justice	BS, BA	11	Criminal Investigator* (Instructor)
Criminology	BS, BA	11	Criminal Investigator* (Instructor)
Law Enforcement	BS, BA	7/9/11	Training Instructor* (Law Enforcement)
Police Science	BS, BA	7/9/11	Law Enforcement Specialist* (Instructor)

* In addition to degree requirements, specialized law enforcement experience is required

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Chief of Staffing
Federal Law Enforcement
Training Center
Glynco Facility
Glynco, GA 31524
(912) 267-2100

Department of the Treasury

Financial Management Service
401 14th Street, SW
Washington, DC 20227

THE SERVICE

For most people, effective financial management is a lifetime challenge, requiring diligent savings, investment and bill-paying techniques. The Federal Government faces a similar challenge, but on a much larger scale. Each year, the Government must manage the collection, investment and payment of trillions of dollars—and it is accountable to the millions of individuals in the nation.

Most Federal agencies have financial specialists, but one agency, the **Financial Management Service (FMS)**, coordinates the Government's overall financial operations. Serving other agencies with an organized system for paying and collecting funds, FMS manages a multi-billion dollar cash flow to finance government programs as economically as possible. Its specialized functions touch the lives of all Americans, from Social Security recipients to taxpayers who benefit indirectly from reduced Government expenses.

The sheer volume of Federal financial transactions, and the interest that must be paid on government debts, makes keeping pace with changing technologies and financial management practices essential for the Government. To help it accomplish that task, FMS has increasingly turned to automated systems for electronic transfer of funds and financial information, thus reducing costly, time-consuming paperwork.

In the quest to make the best use of Federal money, FMS has taken a leadership role in adopting modern technologies available to financial managers today. Its success in implementing these programs, however, remains dependent upon the cooperation of Federal agencies government wide, private financial institutions and the individual citizen.

Major(s)	Degree(s)
Accounting	BA, BS, MS, MA
Computer Science	BA, BS, MS, MA
Data Management	BA, BS, MS, MA
Finance	BA, BS, MS, MA
General Business	BA, BS, MBA, MS, MA
Management Information Systems	BA, BS, MS, MA
Personnel	BA, BS, MS, MA
Procurement	BA, BS, MS, MA

Although the Financial Management Service will consider any college major for some of its positions, the predominant need is for accounting and computer related majors.

GS Level(s)	Occupational Title(s)
5/7	Accountant
5/7	Financial Program Specialist
5/7	Computer Specialist
5/7	Contract/ Procurement Specialist
5/7	Personnel Specialist
5/7	Budget Analyst
5/7	Management Analyst
5/7	Program Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Recruitment Coordinator
Personnel Operations Branch
Financial Management Service
401 14th Street, SW, First Floor
Washington, DC 20027
(202) 287-0834

Department of the Treasury

Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20024

THE SERVICE

The Internal Revenue Service (IRS) is responsible for encouraging and achieving the highest possible compliance with tax laws and regulations. More than 90 percent of Federal revenues are collected by the Service, ensuring the existence of vital Federal programs ranging from national defense to social and domestic improvement. Other activities include issuing interpretations and guidance on tax questions, helping the public to understand and comply with tax obligations and investigating instances of tax abuse and fraud.

The Internal Revenue Service was established more than a century ago. Today it has more than 100,000 employees and is by far the largest organization in the Department of the Treasury. Approximately 7,000 of these employees work in Washington, DC. The others are employed in hundreds of offices throughout the United States. There is an Internal Revenue Office in or near every town.

The opportunity to take a personal part in the vital activities of the Internal Revenue Service offers a special challenge to those who seek the sense of purpose and satisfaction that comes with a career in public service.

Major(s)	Degree(s)
Accounting	AAS, BS, MBA
Business Administration	BA, MBA
Computer Science	BS, MA
Engineering	BS, MA

GS Level(s)	Occupational Title(s)
5/7	Revenue Agent
5/7	Tax Auditor
5/7	Revenue Officer
5/7	Computer Specialist/ Operator

Audits of individual and corporate taxpayers are conducted to determine correct Federal tax obligations. IRS Photo

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office
Internal Revenue Service
1111 Constitution Avenue, NW
Washington, DC 20024

For additional information on any IRS position, contact college placement directors or the College Recruitment Coordinator of the nearest IRS District Office. Consult a local telephone directory for IRS addresses and telephone numbers.

Department of the Treasury

Bureau of the Public Debt
300 13th Street, SW
Washington, DC 20239-1400

THE BUREAU

The mission of the **Bureau of the Public Debt** is to borrow the money needed to operate the Federal Government and to account for the resulting debt.

The Bureau performs the vital function of borrowing the money necessary to provide financing, in addition to Federal revenues, to pay the cost of Government operation. The Bureau's 2,000 employees work in the Offices of Securities and Accounting Services, Automated Information Systems, Administration and Financing, and in the Savings Bond Operations Office.

The U.S. Government borrows money through the sale of Treasury securities to individuals, businesses, the Federal Reserve and other governments. The Federal Reserve Banks, acting as the Treasury's fiscal agents, have broad involvement in the sales, service and processing of Treasury securities.

The Bureau manages and directs the offer and auction of the marketable securities which comprise the majority of the outstanding public debt: Treasury bills, which have short-term maturities not exceeding one year; notes, intermediate-term maturities greater than one and not more than 10 years; and bonds, long-term maturities of more than 10 years. The Bureau and the Federal Reserve Banks provide information, receive applications (tenders), and service and redeem securities. New issues of these securities are available to investors either directly on the Treasury books through the TREASURY DIRECT system or indirectly through accounts maintained by brokers, banks and other financial institutions. The Bureau also keeps extensive financial and accounting records documenting debt amounts, activity and costs, and provides daily and other periodic reports on the balance and composition of the debt.

The Federal Government also issues debt in the form of U.S. Savings Bonds through 44,000 fiscal agents. The Bureau supervises and participates in the issuing, servicing, and retirement of the Series EE accrual bonds issues at 5 percent of face value and Series EE current income bonds issued at par, in exchange for Series E, EE or H. The Bureau also settles claims for lost, stolen, destroyed or mutilated bonds.

Congress recently passed legislation to protect investors while maintaining a fair and liquid market for government securities.

The Bureau is developing the regulations which will cover all brokers and dealers in Government securities.

The Office of the Commissioner of the Public Debt is located in Washington, DC, as are the Offices of Financing, Securities and Accounting Services and Administration. The Savings Bond Operations Office is in Parkersburg, West Virginia, and the Office of Automated Information Systems maintains operations in both Washington and Parkersburg.

Major(s)	Degree(s)
Accounting	BS, MBA
Computer Science	BS

GS Level(s)	Occupational Title(s)
5/7	Accountant
5/7	Operating Accountant
5/7	Computer System Analyst
5/7	Computer Programmer
5/7	Computer Analyst

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Bureau of the Public Debt
300 13th Street, SW, Room 446
Washington, DC 20239-1400
(202) 447-9798

Department of the Treasury

Savings Bonds Division
1111 20th Street, NW
Washington, DC 20226

THE DIVISION

The mission of the **Savings Bonds Division** is to increase the sale and retention of U.S. Savings Bonds. This is accomplished through national information and marketing programs, with the support of business, industry, financial institutions and the news media. Series EE Savings Bonds—in denominations from $50 to $10,000—are available nationwide at most commercial banks and through payroll savings plans offered by over 40,000 company units. In 1987, fiscal year sales totaled $10.3 billion. More than 30 million Americans own bonds valued at about $100 billion. The Division's staff is headquartered in Washington, DC, with about 70 field offices in cities across the nation.

From time to time, the Division has vacancies for people with college training and degrees. No specific degrees or majors are required; however, studies in journalism, marketing, business administration, information management and liberal arts are considered appropriate.

Major(s)	Degree(s)
Business Administration	BA, BS, MBA
Information Management	BA, BS, MA
Journalism	BA, BS, MA
Liberal Arts	BA, BS, MA
Marketing	BA, BS, MA

GS Level(s)	Occupational Title(s)
7/13	Office Manager
7/13	Bond Sales Promotion Representative
7/13	Analyst
7/13	Communications Specialist

As the budget permits, part-time and summer positions are available for college students.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Personnel Office, Room 225
Savings Bonds Division
1111 20th Street, NW
Washington, DC 20226
(202) 634-5368

100
THE UNITED STATES OF AMERICA
ONE HUNDRED DOLLARS
SERIES EE
C0000000000EE

Reproduction of U.S. Savings Bond.

Treasury Photo

Department of the Treasury
U.S. Mint
633 Third Street, NW
Washington, DC 20220

THE MINT

The **U.S. Mint** has some 2,300 employees in Washington and five field facilities. This organization:

- produces bullion and domestic and foreign coins;
- manufactures and sells national commemorative medals;
- designs, produces and markets special coinage;
- manufactures and sells proof and uncirculated coin sets and other numismatic items;
- safeguards and controls movement of bullion;
- disburses gold and silver for authorized purposes; and
- distributes coins from the Mints to Federal Reserve Banks.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Business	BBA, BA, BS	5/7/9/11	Marketing Specialist
Marketing	BBA, BA, BS	5/7/9/11	Marketing Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Chief of Staffing
U.S. Mint
633 Third Street, NW, Suite 655
Washington, DC 20220
(202) 634-2133

Department of the Treasury
Secret Service
1800 G Street, NW
Washington, DC 20223

THE SERVICE

The **Secret Service,** operating from over 65 field offices with a total complement of over 4,000 employees, has the following functions:

- protects the President and Vice President and their families; candidates for these offices; former Presidents and their families; and visiting heads of foreign states and governments.
- enforces the laws against counterfeiting currency, coins or securities of the United States.
- enforces the laws against fraud or forgery of Government checks or bonds, and other securities and obligations of the United States. Other investigative responsibilities include credit and debit card fraud, computer fraud and electronic fund transfer fraud.
- supervises the Uniformed Division of the Secret Service which furnishes physical security for the White House and the foreign embassies and missions in Washington, DC.

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Corrections	BS, BA	5/7	Special Agent*
Criminology	BS, BA	5/7	Special Agent*
Law Enforcement	BS, BA	5/7	Special Agent*

* Uniformed Division Officer

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Chief of Staffing
Secret Service
1800 G Street, NW
Room 912
Washington, DC 20223
(202) 535-5800

Department of the Treasury

Office of Thrift Supervision
1700 G Street, NW
Washington, DC 20552

THE OFFICE

The **Office of Thrift Supervision** was created on August 9, 1989, as part of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA). The Office of Thrift Supervision is a bureau of the U.S. Treasury Department and ensures that thrift institutions are operated in a sound manner within applicable laws and regulations.

The Office of Thrift Supervision serves as the primary guardian against thrift failures through its program of examination and supervision. The bureau is comprised of a staff of about 3,500 employees located across the country and in its headquarters in Washington, DC.

Positions available within the Office of Thrift Supervision include the following:

Savings and Loan Examiners comprise the majority of the workforce with positions located in each of the 12 Districts. Savings and Loan Examiners conduct examinations of individual associations giving particular attention to financial condition; operating results and trends; soundness of management practices; compliance with statutes, regulations and bylaws; and adequacy of accounting procedures.

Accountants develop, analyze, evaluate and implement accounting policies and procedures and oversee the operation of major accounting subsystems including various phases of systems review, analysis and design.

Attorneys provide counsel to the Office of Thrift Supervision. They coordinate legal matters and are responsible for the representation of the Office of Thrift Supervision and its members in litigation in the courts and in administrative proceedings involving enforcement activities of the Bureau.

Computer Programmers translate computer systems specifications into one of several computer languages supported at the Office of Thrift Supervision.

Computer Systems Analysts conduct management and feasibility studies, systems analysis, design and development, and maintain current application systems in support of the policy and administrative offices of the Bureau.

Economists at the graduate and PhD levels conduct research including development of sophisticated models of the savings and mortgage markets and of the operation of thrift institutions.

Major(s)	Degree(s)
Accounting	BA, BBA, BS, MBA, MPA
Business Administration	BA, BBA, BS, MBA, MPA
Economics	MBA, PhD
Finance	BA, BBA, BS, MBA, MPA
Law	JD
Management Information Systems	BS, BA

GS Levels(s)	Occupational Title(s)
5/13	Savings and Loan Examiner
5/12	Accountant
5/12	Computer Programmer/ Analyst
5/12	Computer Systems Analyst
9/14	Attorney
5/13	Economist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

To receive consideration for positions with the Office of Thrift Supervision, candidates should send SF-171s (Application for Federal Employment) to the following Office of Thrift Supervision address:

Human Resources Division
Office of Thrift Supervision
Second Floor
1700 G Street, NW
Washington, DC 20552
(202) 906-6060

U.S. Information Agency

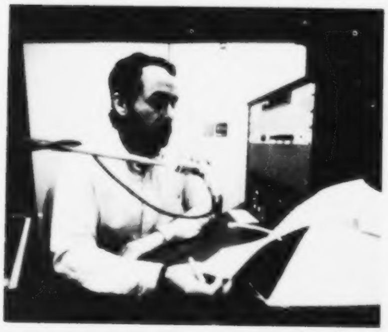
301 Fourth Street, SW
Washington, DC 20547

THE AGENCY

The **U.S. Information Agency (USIA)** was established in 1953 as an administratively autonomous Agency within the Executive Branch and is responsible for the Government's overseas information, educational exchange and cultural programs. USIA's Director reports to the President and receives policy guidance from the Secretary of State. Overseas, USIA is known as the U.S. Information Service (USIS).

The Agency administers a wide variety of informational, educational and cultural programs around the world with the main purpose of strengthening communication between Americans and the people of other nations. USIA's work is carried out by its nearly 900 Foreign Service Officers assigned to 205 posts in 127 countries overseas, with support provided by 3,973 employees in Washington, DC.

USIA's programs include: international cultural and academic exchanges (including the Fulbright Program, International Youth Exchange and the President's U.S.-Soviet Exchange Initiative); WORLDNET, which uses the latest TV satellite technology to beam important programs live to foreign audiences through their local television stations; direct radio broadcasts by the 44 language services of the Voice of America (VOA) and Radio Marti; films; videotapes; libraries and books; exhibits; English language instruction; and the Wireless File, a daily news file sent worldwide in four languages.



Radio Broadcaster with Radio Marti.

USIA Photo

Major(s)	Degree(s)
Area Studies	BA, MA, PhD
Broadcasting	BA, MA, PhD
Communications	BA, MA, PhD
Cultural Anthropology	MA, PhD
Economics	BA, MA, PhD
English	MA, PhD
Film and Drama	BA, MA, PhD
Foreign Affairs	BA, MA, PhD
Geography	MA, PhD
History	MA, PhD
International Relations	BA, MA, PhD
Journalism	BA, MA, PhD
Political Science	BA, MA, PhD
Sociology	MA, PhD
TV Production	BA, MA, PhD

At present, USIA does little entry-level hiring of professionals; however, the agency anticipates increased hiring for these positions in the future.

FS Level(s)	Occupational Title(s)
6/4*	Junior Officer Trainee

* Equivalent to GS-9/12

GS Level(s)	Occupational Title(s)
9/12	Writer/Editor
9/12	International Visitor Exchange Specialist
9/12	Academic Exchange Specialist

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

United States Information Service For Overseas Positions

Almost all of USIA's overseas positions are filled by members of the career Foreign Service. For generalists who serve as Cultural and Information Officers, the normal route of entry is the Foreign Service Examination which is given annually. The Foreign Service Careers brochure and application forms may be obtained from some college and university placement offices or the Regional Offices of the Office of Personnel Management, or by writing directly to the Recruitment Division, Department of State, Box 9317, Rosslyn Station, Arlington, VA 22209.

In addition to Junior Officers (Foreign Service Generalists), USIA also hires Foreign Service Specialists, such as General Administrators, Teachers of English as a Second Language, Librarians, Printers, Secretaries and Exhibit Guides for USIA sponsored exhibits to the Soviet Union and Eastern Europe. For more details on employment of specialists in the Foreign Service, interested individuals should contact:

Office of Personnel
Special Services Branch
U.S. Information Agency
301 Fourth Street, SW
Washington, DC 20547
(202) 485-2618

For Voice of America Positions

The Voice of America (VOA), USIA's international radio broadcasting service, offers career opportunities in journalism, communications, professional engineering, and technical support occupations. For more information, see *Voice of America* profile below.

Office of Personnel
Voice of America
330 Independence Avenue, SW
Room 1543
Washington, DC 20547

24-Hour Job Vacancy Line
(202) 472-6909

For Student Programs and the Presidential Management Intern Program
(202) 485-2618

For Domestic Positions
24-Hour Job Vacancy Line
(202) 485-2854/2539

Voice of America

330 Independence Avenue, SW
Washington, DC 20547

THE VOICE

The Voice of America (VOA) is the global radio network of the United States Information Agency. Established in 1942, VOA seeks to promote understanding abroad for the United States and its people, culture and policies. This mission is accomplished through broadcasting comprehensive news reports as well as feature reports which give a balanced view of American society.

VOA has changed a great deal since its establishment. In 1942, programs were broadcast in 10 languages. Today, VOA relays more than a thousand hours of programming around the world each week in more than 40 languages. Vintage studio and transmitting equipment is giving way to state-of-the-art broadcasting technology. VOA is now heard by approximately 130 million listeners each week throughout the world. The staff has grown from a few broadcasters to an international team of nearly 3,000 professionals.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

Newsroom staff prepare the daily news lineup.

VOA Photo

Major(s)	Degree(s)
Area Studies	BA, MA
Communications	BA, MA
Electrical Engineering	BS, MS
Electronics Technology	AA
International Relations	BA, MA
Journalism	BA, MA
Language Studies	BA, MA
Radio and Television	BA, MA

GS Level(s)	Occupational Title(s)
4/5/6	News Assistant
7/9	International Radio Broadcaster (English)
7/9	Electronics Engineer
WB-1*	Radio Broadcast Technician

* Alternative Pay Plan

FOR FURTHER INFORMATION CONTACT

Office of Personnel
Voice of America
330 Independence Avenue, SW
Room 1543
Washington, DC 20547
(202) 485-8117

24-Hour Job Vacancy Line
(202) 472-6909

U.S. Postal Service

475 L'Enfant Plaza, SW
Washington, DC 20260-4200

THE SERVICE

The **U.S. Postal Service** is an independent establishment within the Executive Branch of the U.S. Government. It was created by the Postal Reorganization Act of August 12, 1970.

The Postal Service has the obligation to provide prompt, reliable and efficient postal services to its patrons. Additionally, it is committed to the development of efficient mail handling systems and operates its own planning and engineering programs in order to manage its volume of more than 400 million pieces of mail per day.

The Postal Service is involved in land appraisal, negotiation and purchasing or leasing. It is the nation's largest tenant, paying more than $350 million in rent annually.

It has been charged with the responsibility of protecting the sanctity of the mail, and apprehending those who violate postal laws. A considerable part of the Gross National Product moves through the mails. The estimated value of checks, securities and other valuables mailed each year is in the trillions. Not only is the Postal Service a major business itself, but it also provides services and support to virtually every other business in the country.

The U.S. Postal Service is the largest civilian employer in the world. The actions of the Postal Service impact on every home in the nation. Therefore, every major decision made has to take into account social as well as economic considerations.

The Postal Service is an equal employment opportunity employer and, as such, gives minority groups and women every opportunity to be represented appropriately in all segments of the workforce.

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

General Manager
Headquarters Personnel Division
U.S. Postal Service
475 L'Enfant Plaza, SW
Washington, DC 20260-4261
(202) 268-3646

Major(s)	Degree(s)
Accounting	BA, BS
All Majors	BA, BS, MBA, MS,
Economics	MBA, PhD
Engineering	
Architectural	BS
Electrical	BS
Industrial	BS
Mechanical	BS
Finance	BA, BS
Law	JD (passed Bar examination); 3 years law school
Psychology	MBA, PhD

EAS Level(s)*	Occupational Title(s)
17 (varies)	Attorney Honors
14-22	Career Ladder
17	Management Associate
17 (varies)	Management Intern
13-19	Professional/Specialist Trainee
17	Postal Inspector
Varies	Summer Intern

*EAS—The Executive Administrative Salary Schedule specific to the U.S. Postal Service

Mechanical Engineers reviewing plans for a new postal facility.
USPS Photo

Architect at the lobby of L'Enfant Plaza Station which he designed.
USPS Photo

Department of Veterans Affairs

810 Vermont Avenue, NW
Washington, DC 20420

THE DEPARTMENT

Effective March 15, 1989, the Veterans Administration (VA) became the **Department of Veterans Affairs**, the 14th Cabinet-level Department in the Executive Branch of the Federal Government. The Department's vast complex of activities affects all Americans, not just the nation's 28 million living veterans. More than half of the nation's health professionals have received training in the VA medical system. VA's medical research programs, including work in hypertension and diabetes, in computer-controlled muscle stimulation and in geriatrics and gerontology, benefit not only veterans but all Americans. The VA's home loan guaranty program has had a tremendous impact on home construction and has played a major role in the nation's economy. VA's construction research—which is designed to improve the quality, safety and cost efficiency of facilities provided for the care of veterans—is also helping to change national building codes and design manuals. VA's programs and services clearly contribute to the well-being of America's veterans and will continue to improve the quality of life of the entire nation.

When it was established in 1930, the VA was mainly concerned with providing disability pensions and custodial medical care. World War II brought not only a dramatic increase in the number of veterans, but also landmark legislation such as the GI Bill and an expanded health care system geared to rehabilitating those wounded in battle. Today, the VA, with a budget of more than $26 billion and more than 250,000 employees, administers the most comprehensive veterans' benefits system in the world. An estimated 33 percent of the U.S. population—more than 78 million people—may be served by the VA, including the more than 28 million living veterans and their 48 million family members, and 2 million survivors of deceased veterans. The Department's far-reaching activities require a network of facilities in all 50 states, the District of Columbia, Puerto Rico and the Philippines.

The VA is organized so that veterans and their beneficiaries are provided the best possible service in the most effective and economical way. The Department's structure focuses its activities in three main program areas—health services and research, veterans' benefits, and memorial affairs. Staff offices provide support to these program areas.

Veterans Health Services and Research Administration. Formerly known as the Department of Medicine and Surgery, the Administration operates the largest hospital system in the nation. The 172 VA medical centers, 229 outpatient clinics, 117 nursing home care units and 17 domiciliaries are located in large cities as well as in small towns and represent a broad spectrum of medical care.

Quality care in VA medical facilities is assured by continual monitoring by more than 40 internal and independent review groups, including the VA's Health Services Review Organization and the Joint Commission on Accreditation of Hospitals. Accreditation by the Joint Commission—the most prestigious "seal of approval" available to any hospital in America—has been awarded to every VA medical center.

VA Surgeon reviews the automated daily surgery log while gloving up. VA Photo

In addition to providing direct patient care, VA also plays a significant role in the nation's medical education. Most physicians in the United States have received some portion of their training in VA facilities through a partnership with medical schools. Approximately 100,000 students a year receive clinical training through the VA's affiliation with 1,000 educational institutions. Of the VA's 172 medical centers, 102 are affiliated with medical schools. All of them are affiliated with at least one institution of higher learning for training of medical or allied health personnel.

VA's list of medical research accomplishments is long and prestigious. Two VA researchers, Rosalyn S. Yalow and Andrew V. Schally, shared the 1977 Nobel Prize in medicine. VA research has helped conquer tuberculosis, develop the heart pacemaker, perfect kidney transplants and develop the laser cane for the blind. The VA is recognized as a world leader in the research and development of prosthetic devices. Recent VA innovations include a robotic arm, improved artificial limbs for amputees, omni-directional wheelchairs and aids for diminished vision. VA is also taking the lead in exploring the subject of care for the aged and is deeply involved in research on Alzheimer's Disease.

VA medical centers offer a challenging environment for Physicians and other health care professionals. Almost 90 percent of VA's employees are associated with medical care. Approximately 36,000 are registered Nurses employed in a health care system which integrates clinical practice, administration, research and education to deliver a full range of services. In ambulatory, acute and extended care settings, Nurses are key contributors in health care delivery to veterans. The VA also employs thousands of other specialists such as Dentists, Psychologists (PhD), Pharmacists, Physical and Occupational Therapists, Audiologists, Speech Pathologists, Dental Hygienists and Medical Record Librarians to provide optimal health care for our nation's veterans.

Veterans Benefits Administration. As the front door of the VA for most veterans and their dependents, the Veterans Benefits Administration (formerly known as the Department of Veterans Benefits) administers a number of widely used, non-health care benefits programs. The VA provides disability compensation or pension payments to nearly 3 million veterans. More than 18 million veterans have received education and training under the VA-administered GI Bill since it was enacted in 1944. The VA's home loan guaranty program has provided low-interest, government-backed loans which have made it possible for more than 13 million veterans to purchase their homes since 1944. The VA operates one of the largest life insurance programs in the world, administering policies for veterans and military personnel.

More than 13,000 employees are involved in carrying out these and other benefits programs through a network of 58 Regional Offices in every state, the District of Columbia, Puerto Rico and the Philippines. Entry-level opportunities exist for Veterans Benefits Counselors, Veterans Claims Examiners, Vocational Rehabilitation Specialists, Counseling Psychologists and Computer Systems Analysts.

The National Cemetery System (NCS). Interment in a national cemetery is an integral part of the extensive VA benefits system pro-

Department of Veterans Affairs

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS	5/7	Accountant
All Majors	BA, BS	5/7	Personnel Specialist
Architecture	BS	7/9	Architect
Audiology	MS	9	Audiologist
Business	BA, BS	5/7	Contract Specialist/Analyst
Computer Science	BS	5/7	Computer Specialist/Analyst
Corrective Therapy	BS	6/7	Corrective Therapist
Creative Arts Therapy	BS	5/6	Creative Arts Therapist
Dental Hygiene	BS	5	Dental Hygienist
Dietetics	BS	7	Dietitian
Educational Therapy	BS	5/7	Educational Therapist
Engineering	BS, MS	5/7/9	Engineer
Illustration	BS	7	Medical Illustrator
Interior Design	BA	7	Interior Designer
Library Science	BS	7	Librarian
Manual Arts Therapy	BS	7	Manual Arts Therapist
Medical Technology	BS	5	Medical Technologist
Microbiology	BS	5/7	Microbiologist
Nutrition	BS	7	Nutritionist
Occupational Therapy	BS	7	Occupational Therapist
Orthotics	BS	5/6	Orthotist
Pharmacy	BS	9	Pharmacist
Physical Education	BS	6/7	Corrective Therapist
Physical Therapy	BS	7	Physical Therapist
Prosthetics	BS	5/6	Prosthetist
Psychology	PhD	11	Psychologist
Recreation Therapy	BS	5/6	Recreation Therapist
Social Work	MSW	9	Social Worker
Speech Pathology	MS	9	Speech Pathologist

Veterans Benefits Administration

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS	5/7	Accountant
All Majors	BA, BS	5	Veterans Benefits Counselor
All Majors	BA, BS	5	Veterans Claims Examiner
Business	BA, BS	5/7	Loan Specialist (Realty)
Computer Science	BS	5/7	Computer Programmer/ Computer Specialist/ Computer Systems Analyst
Counseling Psychology	PhD	11	Counseling Psychologist

Departmental Support Organizations

Accounting	BS	5/7	Accountant
Architecture	BS, MS	7/9	Architect
Computer Science	BS	5/7	Computer Programmer/ Computer Specialist/ Computer Systems Analyst
Engineering	BS, MS	5/7/9	Engineer (All Specialties)
Law	LLB, JD	9/11	Attorney
Statistics	BS, MS	7/9	Statistician

vided for the nation's veterans and their beneficiaries. NCS (formerly known as the Department of Memorial Affairs) administers, operates and maintains 111 national cemeteries in 38 states and Puerto Rico.

The VA National Cemetery System finds its origin in law and is intertwined with the early history of our country. Cemetery locations follow the paths of Civil War campaigns and the various old forts which were so much a part of the westward migration. As the veteran's population increased so did the demand for burial space for the veterans.

In 1973, the VA assumed responsibility for the National Cemetery System. Previously, the Cemetery System had been under the jurisdiction of the Department of the Army. Since that time, seven large new national cemeteries have been established, more than doubling the acreage of the System. Some of the older cemeteries no longer have grave space available but remain a part of the System, under the supervision of the director of a nearby active cemetery.

Each active national cemetery operates under the guidance of a Career Cemetery Director who is responsible for an administrative and operational staff which varies in size depending upon the workload of the facility. Typically, the Director is responsible for budgeting; long-range planning; personnel administration; and conducting the public affairs program which involves the local community, professional, civic and trade organizations and the news media. The program offers a limited number of opportunities for Cemetery Director Trainees.

Support Activities. The Department's major organizations are supported by a variety of staff operations in areas such as data processing, personnel management, budget and finance, construction, procurement and supply, information management and statistics, internal program and review, and public and consumer affairs.

Veterans Health Services and Research Administration

Major(s)	Degree(s)	GS Level(s)	Occupational Title(s)
Accounting	BS	5/7	Accountant
Audiology	MS	9	Audiologist
Computer Science	BS	5/7	Computer Specialist/Analyst
Corrective Therapy	BS	6/7	Corrective Therapist
Creative Arts Therapy	BS	5/6	Creative Arts Therapist
Dental Hygiene	BS	5	Dental Hygienist
Dietetics	BS	7	Dietitian
Educational Therapy	BS	5/7	Educational Therapist
Engineering	BS, MS	5/7/9	Engineer
Hospital Administration	MHA	9	Health Systems Specialist
Illustration	BS	7	Medical Illustrator
Interior Design	BA	7	Interior Designer
Library Science	BS	7	Librarian
Manual Arts Therapy	BS	7	Manual Arts Therapist
Medical Technology	BS	5	Medical Technologist
Microbiology	BS	5/7	Microbiologist
Nursing	AD, BS, MS	*	Registered Nurse
Nutrition	BS	7	Nutritionist
Occupational Therapy	BS	6/7	Occupational Therapist
Orthotics	BS	5/6	Orthotist
Pharmacy	BS	9	Pharmacist
Physical Education	BS	7	Corrective Therapist
Physical Therapy	BS	7	Physical Therapist
Prosthetics	BS	5/6	Prosthetist
Psychology	PhD	11	Psychologist
Recreation Therapy	BS	5/6	Recreation Therapist
Respiratory Therapy	AAS	7	Respiratory Therapist
Social Work	MSW	9	Social Worker
Speech Pathology	MS	9	Speech Pathologist

*Physicians, Dentists and expanded-function dental auxiliaries, Podiatrists, Optometrists, Physician Assistants, Nurses, Nurse Anesthetists, Licensed Practical/Vocational Nurses, Licensed Physical Therapists, Occupational Therapists, Pharmacists and Certified or Registered Respiratory Therapists are employed under a unique personnel system allowing them to enjoy the basic Federal benefits, but at the same time, to benefit from their own flexible system of appointment, pay and advancement

STUDENT EMPLOYMENT AND WORK PROGRAMS

(See Directory section entitled *National Student Employment and Work Training Programs.*)

FOR FURTHER INFORMATION CONTACT

Recruitment and Examining
Division (054E)
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420
1-800-368-5629 (Toll free)

Affirmative Employment Programs In the Federal Government

The Federal Government is an equal opportunity employer and vigorously supports affirmative action programs in attracting and retaining quality talent for the Federal workforce. Hiring and advancement are based on performance no matter what you race, color, religion, sex, national origin, political affiliation, age, marital status, or disability.

Special employment programs offer you opportunities to enter and advance in the Federal service. Whether you are a recent graduate, or soon-to-be graduate, or still have a way to go, the Federal Government may have a special program for you. For additional information about any of the following programs, you should contact the Federal agencies directly.

Federal Equal Opportunity Recruitment Program

One of the goals of the Federal Government is to have a workforce that reflects the diversity of the nation. To help achieve this, each Federal agency has developed special recruiting and training programs aimed at attracting qualified women, Hispanics, Blacks, American Indians, Alaska Natives, Asians and Pacific Islanders into the Federal service.

Hispanic Employment Program

The Hispanic Employment Program was established to attract Hispanic applicants for Federal employment. Most Federal agencies have Hispanic Employment Program Managers who can provide assistance to Hispanic applicants. The Federal Government recognizes bilingual ability and knowledge of the Hispanic culture in evaluating qualifications for those positions where these skills will enhance job performance.

Federal Women's Program

This program was established to promote the employment of women in the Federal service. The primary focus of this program is to attract women into key positions, especially into non-traditional occupations, and to promote programs which advance women within the Federal workforce.

Veterans' Programs

Some veterans may be eligible for preference in competitive examinations, appointments, and retention during reduction in force. A non-disabled veteran may receive five points added to a passing score on Civil Service examinations. A disabled veteran may receive a 10-point preference.

The Disabled Veterans Affirmative Action Program seeks to promote the hiring and advancement of disabled veterans in the Federal service. Special employment considerations exist for disabled veterans who have compensable service-connected disabilities of 30 percent or greater. Each Federal agency has developed outreach and training programs to assist the disabled veteran in this effort. Special appointing authorities are available for disabled veterans.

Selective Placement Program for Persons With Disabilities

The Federal Government offers a wide variety of recruiting, placement and training assistance to qualified persons with disabilities. The Federal Government has established an exemplary record in providing reasonable accommodations that enable employees with disabilities to perform their duties. Special appointing authorities exist for persons with disabilities. If you have the desire to excel and to do your best, the opportunities are there.

Employee Benefits

By becoming a Federal employee, you will enjoy a wide range of benefits. Some of the major benefits include:

Career Diversity

The Government provides opportunities for you to use your education and work experience. You can advance rapidly in exciting positions throughout the United States or overseas. A major advantage of working for the Government is that it offers unmatched opportunities to move from occupation to occupation, from agency to agency, and from one geographic area to another. No other employer encompasses the scope or possesses the size to make such changes possible.

Promotion

You can advance in the Federal service if you show the initiative, ability and willingness to accept the responsibility of higher level positions. Advancement is competitive and based on performance and merit. Each agency's Merit Promotion Program is designed to ensure that promotions go to the best qualified employees able to fill the higher level positions. Challenging work opportunities exist for those with the drive and ambition to move ahead. Mobility within the Federal service leads to other advancement opportunities across organization lines, within agencies or by transfer to other agencies.

Incentive Awards

Monetary awards and certificates are given to employees for sustained superior performance, developing inventions, or proposing suggestions that save time, money or material or reduce paperwork. All agencies in the Federal Government have provisions for the adoption of meritorious suggestions. Incentive awards of up to $25,000 in cash for achievements or suggestions are a reality in the Federal Government.

Career Development

Continuing education is a way of life for Federal employees. Technical or skills training, fellowship programs, tuition assistance, executive leadership programs, seminars and workshops are part of the training and development opportunities available to help employees grow with the Government. You will be afforded ample opportunities to keep up with the latest technologies or develop your personal skills.

Vacation and Sick Leave

Vacation and sick leave allowances are liberal. Vacation days are earned according to the number of years you have been in the Federal service. You earn 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days a year after 15 years. You can use all your leave each year or accumulate up to six weeks. Part-time employees earn annual leave on a prorated basis.

Thirteen days of sick leave are earned each year to cover illnesses, medical care and maternity. Sick leave can be accumulated without limit and taken as needed.

You may normally transfer both your annual and sick leave from one Federal agency to another if you transfer. If you leave the Federal service, you are entitled to a lump sum payment for the amount of annual leave you have earned but have not used.

Under the Government's Leave Transfer Program, Federal workers can transfer unused annual leave to colleagues who need the extra paid time off for family or medical emergencies.

Federal employees receive 10 paid national holidays each year.

Federal Employees Retirement System

To provide financial security for you and your family, the Government offers an excellent retirement program—the Federal Employees Retirement System (FERS). FERS is a three-tiered system designed to be responsive to the changing times and employees' needs. Many of its features are portable so that if you leave Federal employment, you may still be eligible for benefits.

FERS provides benefits from three different sources: a Basic Benefit Plan, Social Security and the Thrift Savings Plan. Both you and the Government make contributions each pay period to the Basic Benefit and Social Security parts of FERS. The Government puts a contribution equal to one percent of your pay each pay period into the Thrift Savings Plan account that is automatically set up for you when you become a Federal employee. In addition, you are able to make tax deductible contributions to the savings plan and a portion will be matched by the Government.

Health Benefits

You have a choice of health plans under the Federal Employees Health Benefits Program. This choice allows you to select the kind and amount of insurance protection you actually need and want. The Government contributes to part of the cost of the premiums.

Workers' Compensation

If you are injured on the job, you are entitled to medical care. If you sustain a disabling, traumatic, job-related injury or disease, you may receive your regular pay for a period of time. If still disabled, you would be entitled to disability compensation.

Group Life Insurance

Federal Employees' Group Life Insurance provides several levels of coverage for employees plus optional coverage for their spouses and children. You must elect basic life insurance to be eligible for optional insurance. The Government contributes to part of the cost of the premium for basic insurance, and you pay the balance (along with the entire costs for the optional insurance) through payroll deductions.

Work Schedules

Many options are available for management's consideration in getting the job done and in meeting the needs of a changing and diverse workforce. There are full-time, part-time, flexitime or alternate work schedules. In some instances, "flexible workplace employment" (work at home) is a possibility.

Salary

Your pay recognizes your talents and contributions. Pay-for-performance systems are in place to provide increases and awards for deserving Federal employees.

In many occupations, Federal careers offer a greater opportunity for advancement than do those of other employers. There is often a greater potential for raises as performance and responsibility increases.

Other Benefits

Other benefits include:

- stimulating work in programs of national and international scope;
- paid travel and moving expenses to the first post of duty for shortage category occupations;
- child care arrangements, credit unions, recreation associations, employee organizations and fitness centers;
- diverse and extensive research opportunities with some of the most creative and talented Americans who work in Government laboratories; and
- the challenge of knowing that you are performing worthwhile work in service to your country.

> *We need to draw upon America's entire reservoir of talent and skill to help conduct our generation's most important business—the public business.*
>
> John F. Kennedy

Training and Development Opportunities

As a Federal employee, you will have a wide range of opportunities, both formal and informal, to continue learning. From on-the-job training with experienced colleagues, supervisors and managers through formal programs at residential training facilities, the Federal Government provides rich and varied training and development opportunities to ensure the continued technical and professional growth and development of its employees.

The Federal Government was one of the first U.S. employers to recognize the importance of employer-provided training and one of the first to have a comprehensive, written training policy. The primary responsibility for carrying out particular training and development activities rests with the employee and his or her employing agency (immediate supervisor, higher-level managers, training and development office). Agencies meet their training commitments in several ways. Employee training opportunities can take such forms as in-house training by agency personnel (or contractors), interagency training, training by private sector vendors and university-level training. These training and development activities are carried out under guidelines provided by Office of Personnel Management (OPM), which also conducts many training and development programs for Federal employees.

An agency's training and development program meets a variety of employee training needs. It is designed to build a cadre of skilled and efficient Government employees who are well informed on scientific, professional, technical and management developments, both Government and nongovernment.

Training provided by an agency includes:

- orientation training to familiarize new employees with the mission, objectives and operation of the agency;
- technical skills training and professional education which assist employees to perform better in their jobs;
- supervisory training to increase effectiveness in managing the work of employees, including delegation and assignment of work, performance standards and appraisals, elements of personnel management, and management's rights and responsibilities; and
- executive and management training in such areas as national policy issues and public policy formulation, fundamentals of public administration and administrative theory, resource allocation, leadership and organizational change.

Classroom instruction is a basic part of the training new Personnel Specialists receive in learning how to handle the challenges of their new careers. OPM Photo

The earliest Federal employee training programs date to the early 1900s. The Government Employees Training Act (GETA) of 1958, while noting that Federal employees' self-developmental activities are significant, embraces the need for Government-sponsored programs.

The Act states that it is "necessary and desirable in the public interest that self-education, self-improvement, and self-training by such employees be supplemented and extended by Government-sponsored programs."

The GETA has subsequently been reinforced by other laws and Executive Orders (EOs):

- EO 11348 states that it is the policy of the Government to "develop its employees through the establishment and operation of progressive and efficient training programs, thereby improving public service, increasing efficiency and economy, building and retaining a force of skilled and efficient employees, and installing and using the best modern practices and techniques in the conduct of the Government's business."
- EO 11478 directs the Government to "provide the maximum feasible opportunity to employees to enhance their skills so that they may perform at their highest possible potential and advance in accordance with their abilities."

- EO 11491 makes labor-management relations training a requirement for the Government's personnel and management officials.
- The Equal Employment Opportunity (EEO) Act of 1972 requires that Federal agencies provide, in their equal employment opportunity plans, for the establishment of training and education programs to provide maximum opportunity for employees to advance to their highest potential. It also prohibits discrimination in the selection of employees for training.

The Government has programs for developing candidates for the Senior Executive Service, and for development of executives within the Service.

State of the art instruction and equipment help Federal employees develop valuable skills through OPM training courses. OPM Photo

Federal Pay Systems

Federal employees are covered by a number of different pay systems. Some systems are established by individual laws and some by administrative decision. The three major statutory pay systems for Federal white-collar employees are those for the General Schedule, and the schedule for the Foreign Service and certain employees within the Veterans Health Services and Research Administration of the Department of Veterans Affairs.

The difficulty and responsibility of assigned work and the qualifications required determine the classification or grade of each Federal position. The pay for a particular position is that for the assigned grade, in keeping with the principle that there be equal pay for substantially equal work. It is also the policy of the Federal Government that pay for Federal employees be comparable to private sector pay for work at the same level of difficulty and responsibility. Salaries and wages typically are adjusted annually based on comparisons with private employer salaries.

The largest pay system is the General Schedule (GS). It covers most white-collar positions (professional, administrative, technical and clerical) in the Executive Branch and positions within certain agencies of the Legislative and Judicial Branches.

The General Schedule consists of 18 grades covering the full range of white-collar work. (See sample General Schedule Pay Chart.) To determine the current pay rate for a given GS level, call any Federal agency personnel office directly, or call an Office of Personnel Management Area Office or Federal Job Information Center. (Listings begin on Page 256.) A salary range of ten steps is provided for grades GS-1 through GS-15, nine steps for GS-16, five for GS-17, and one for GS-17. There is an approximate 30 percent salary rate progression within each grade from step 1 through step 10.

Within-grade advancement is scheduled after each 52 weeks of service in steps 1, 2, and 3; after 104 weeks in steps 4, 5, and 6; and after 156 weeks in steps 7, 8, and 9. To qualify for advancement to the next higher step, an employee must demonstrate work at an acceptable level of competence. Employees demonstrating "high quality performance" may advance more rapidly through the rate ranges for their grades by being granted additional step increases, called "quality step increases." An employee may receive only one such increase, however, during any 52-week period. It is not uncommon, however, to be promoted to a higher grade long before reaching the top rate of the old grade. In addition, under certain conditions one may be eligible for extra pay called premium pay. This includes pay for overtime; working on holidays, Sundays or at night; and doing work which involves certain physical hardships or hazards.

Recent baccalaureate graduates hired in professional and administrative jobs usually begin at either the GS-5 or GS-7 grade level. Graduates with advanced degrees are usually hired into positions at a higher grade level, e.g. GS-9 or GS-11. New employees are generally recruited at the step-one rate for the grade, although recruitment rates above the minimum may be authorized for shortage category positions. Examples of these shortage positions are Engineers, Physicists, Chemists, Metallurgists, Astronomers, Mathematicians, Architects and certain technologists.

The other two major statutory pay systems cover specialized groups of employees. The Foreign Service Act of 1980 established Foreign Service Pay systems for Ambassadors, the Senior Foreign Service, Officers and Specialists. In the Veterans Health Services and Research Administration of the Department of Veterans Affairs, there are separate salary schedules for Physicians, Dentists, Nurses, Podiatrists, Optometrists and certain executive positions.

Special salary rates may be established for positions under the three statutory pay systems when recruitment and retention of well-qualified personnel in a particular occupation or location is significantly hampered by substantially higher private sector salaries.

The Federal Wage System covers most employees in "blue-collar" jobs which include trade, craft, and labor occupations. The pay for these employees is set in accordance with locally prevailing wage rates. These wage rates are listed on the job vacancy announcements.

The Executive Schedule was established by Congress to cover top officials in the Executive Branch up to and including Cabinet officer level. This schedule has five levels, each with a single rate. The Executive Salary Cost-of-Living Ad-

General Schedule Pay Chart

	WAITING PERIOD FOR NEXT WITHIN-GRADE INCREASE									
	52 WEEKS			104 WEEKS			156 WEEKS			
GS	1	2	3	4	5	6	7	8	9	10
1	$ 10213	$10555	$10894	$11233	$11573	$11773	$12108	$12445	$12461	$12780
2	11484	11757	12137	12461	12601	12972	13343	13714	14085	14456
3	12531	12949	13367	13785	14203	14621	15039	15457	15875	16293
4	14067	14536	15005	15474	15943	16412	16881	17350	17819	18288
5	15738	16263	16788	17313	17838	18363	18888	19413	19938	20463
6	17542	18127	18712	19297	19882	20467	21052	21637	22222	22807
7	19493	20143	20793	21443	22093	22743	23393	24043	24693	25343
8	21590	22310	23030	23750	24470	25190	25910	26630	27350	28070
9	23846	24641	25436	26231	27026	27821	28616	29411	30206	31001
10	26261	27136	28011	28886	29761	30636	31511	32386	33261	34136
11	28852	29814	30776	31738	32700	33662	34624	35586	36548	[illegible]
12	34580	35733	36886	38039	39192	40345	[illegible]			
13	41121	[illegible]	[illegible]	[illegible]						

(Represents no particular year)

justment Act links Executive Schedule salary increases to General Schedule salary increases. Consequently, each year, Executive Schedule salaries are increased by the General Schedule's overall average percentage salary increase.

The Senior Executive Service (SES) was established under the Civil Service Reform Act of 1978. The Senior Executive Service covers those high-level managerial, supervisory and policy positions in the Executive Branch which are not covered by the Executive Schedule. There are currently six salary rates within SES. They are adjusted by the President whenever increases are authorized for the General Schedule.

The Personnel Classification System

The Federal Government hires more than 300,000 people each year. New employees come from a wide range of backgrounds and professions. The Government's Personnel Classification System includes an Occupational Group structure which groups like jobs together. The 22 Occupational Groups range from GS-000 to GS-2100. Each Occupational Group has its own Group Number and Title which makes it distinctive from every other Group. The following is a list of the Federal Occupational Groups.

Occupational Group Number	Occupational Group Title
GS-000	Miscellaneous
GS-100	Social Science, Psychology and Welfare
GS-200	Personnel Management and Industrial Relations
GS-300	Administrative, Clerical and Office Services
GS-400	Biological Sciences
GS-500	Accounting and Budget
GS-600	Medical, Hospital, Dental and Public Health
GS-700	Veterinary Medical Science
GS-800	Engineering and Architecture
GS-900	Legal and Kindred
GS-1000	Information and Arts

Occupational Group Number	Occupational Group Title
GS-1100	Business and Industry
GS-1200	Copyright, Patent and Trademark
GS-1300	Physical Sciences
GS-1400	Library and Archives
GS-1500	Mathematics and Statistics
GS-1600	Equipment, Facilities and Service
GS-1700	Education
GS-1800	Investigation
GS-1900	Quality Assurance, Inspection and Grading
GS-2000	Supply
GS-2100	Transportation

Each Occupational Group has an identifier, in three parts: the Pay System, Occupational Group Number and Title. In the example, GS-200, Personnel Management and Industrial Relations, GS means the job is in the General Schedule (or white collar) pay system; 200 is the Occupational Group Number; and Personnel Management and Industrial Relations is the Occupational Group Title. Each Occupational Group lists the individual jobs that comprise the Group with their corresponding Job Series Numbers and Titles.

In the pages that follow, a brief description is provided for each of the Occupational Groups. After each Group description, the predominant jobs within that Group are presented. Excluded from the Occupational Group descriptions are approximately 100 of the smallest white-collar (General Schedule) occupations; all the blue-collar (Wage Grade) occupations; and most of the occupations in the Excepted Service. For each Occupational Group, only those jobs are listed that are held by at least 100 people.

GS-000: Miscellaneous

What do correctional officers, park rangers, firefighters, chaplains and guards have in common? Each of these jobs is unrelated to any other Occupational Group and is, therefore, placed in the Miscellaneous Group.

This Group includes all classes of positions which have responsibilities to administer, supervise or perform work not included in any other Occupational Group, either because the duties are unique or complex or come partially under other groups. The occupations in this group include:

Bond Sales Promotion Representatives (GS-011)
Chaplains (GS-060)
Community Planners (GS-020)
Correctional Institution Administrators (GS-006)
Correctional Officers (GS-007)
Environmental Protection Assistants (GS-029)
Environmental Protection Specialists (GS-028)
Fingerprint Identifiers (GS-072)
Firefighters and Fire Inspectors (GS-081)
Outdoor Recreation Planners (GS-023)
Park Rangers and Park Managers (GS-025)
Police Officers (GS-083)
Safety and Occupational Health Specialists (GS-018)
Safety Technicians (GS-019)
Security Guards (GS-085)
Security Specialists (GS-080)
Sports Specialists (GS-030)
U.S. Marshals (GS-082)

GS-100: Social Science, Psychology and Welfare

Social sciences and social services deal with cultures and people. Social sciences deal with psychology, economics, history, sociology and anthropology. Social services deal with social work, recreational activities and the administration of public welfare and insurance programs.

The positions in this Group carry responsibilities for advising, administering, supervising or performing research or other professional and scientific work, or subordinate technical work or related clerical work. The occupations in this group include:

Anthropologists (GS-190)
Archaeologists (GS-193)
Economists (GS-110)
Food Assistance Program Specialists (GS-120)
Foreign Affairs Specialists (GS-130)
Geographers (GS-150)

Historians (GS-170)
Intelligence Aides and Clerks (GS-134)
Intelligence Specialists (GS-132)
Manpower Development Specialists (GS-142)
Psychologists (GS-180)
Psychology Aides and Technicians (GS-181)
Recreation Specialists (GS-188)
Social Insurance Administrators (GS-105)
Social Science Aides and Technicians (GS-102)
Social Scientists (GS-101)
Social Service Aides and Assistants (GS-186)
Social Service Representatives (GS-187)
Social Workers (GS-185)
Unemployment Insurance Specialists (GS-106)

GS-200: Personnel Management and Industrial Relations

The Federal Government operates on people power. This resource, called personnel, fluctuates. Each agency has a personnel office staffed with personnel specialists who hire, fire, and train employees; administer a variety of personnel programs; and perform work involving the various aspects of human resources management and industrial relations. The occupations in this Group include:

Apprenticeship and Training Representatives (GS-243)
Contractor Industrial Relations Specialists (GS-246)
Employee Development Specialists (GS-235)
Employee Relations Specialists (GS-230)
Equal Employment Opportunity Specialists (GS-260)
Labor Management Relations Examiners (GS-244)
Labor Relations Specialists (GS-233)
Mediators (GS-241)
Military Personnel Clerks and Technicians (GS-204)
Military Personnel Management Specialists (GS-205)
Personnel Clerks and Assistants (GS-203)
Personnel Management Specialists (GS-201)
Personnel Staffing Specialists (GS-212)
Position Classification Specialists (GS-221)
Salary and Wage Administrators (GS-223)
Wage and Hour Compliance Specialists (GS-249)

GS-300: Administrative, Clerical, and Office

This Group includes all classes of positions which have responsibilities for administering, supervising or performing work involving management analysis; stenography, typing and secretarial work; mailing and filing; operating computers, office machines and communications equipment. The occupations in this Group include:

Administrative Officers (GS-341)
Clerk-Stenographers and Reporters (GS-312)
Clerk-Typists (GS-322)
Closed Microphone Reporters (GS-319)
Coding Clerks (GS-357)
Communications Clerks (GS-394)
Communications Managers (GS-391)
Communications Relay Operators (GS-390)
Communications Specialists (GS-393)
Computer Clerks and Assistants (GS-335)
Computer Operators (GS-332)
Computer Specialists (GS-334)
Correspondence Clerks (GS-309)
Data Transcribers (GS-356)
Equal Opportunity Compliance Specialists (GS-360)
Equipment Operators (GS-350)
General Communications Specialists (GS-392)
Information Receptionists (GS-304)
Logistics Management Specialists (GS-346)
Mail and File Clerks (GS-305)
Management Analysts (GS-343)
Management Clerks and Assistants (GS-344)
Miscellaneous Administration and Program Specialists (GS-303)
Miscellaneous Clerks and Assistants (GS-303)
Program Analysts (GS-345)
Secretaries (GS-318)
Support Services Administrators (GS-342)
Telephone Operators (GS-382)

A shortage exists in the Federal Government of qualified Secretaries, Clerks, Typists and Stenographers.

GS-400: Biological Sciences

What happens to cells, animals, plants, insects and soils? The biologists and related scientists use their knowledge to detect and to control pests and diseases and to develop new strains and promote growth of useful organisms.

In this Group, the positions carry responsibilities for advising, administering, supervising or performing research or other professional and scientific work, or subordinate technical work in any of the science fields concerned with living organisms; the soil and its properties and distribution; and the management, conservation and use of these resources. The occupations in this Group include:

Agricultural Management Specialists (GS-475)
Agronomists (GS-471)
Animal Scientists (GS-487)
Biological Technicians (GS-404)
Botanists (GS-430)
Ecologists (GS-408)
Entomologists (GS-414)
Fish and Wildlife Administrators (GS-480)
Fish and Wildlife Refuge Managers (GS-485)
Fisheries Biologists (GS-482)
Foresters (GS-460)
Forestry Technicians (GS-462)
General Biological Scientists (GS-401)
Geneticists (GS-440)
Home Economists (GS-493)
Horticulturists (GS-437)
Irrigation System Operators (GS-459)
Microbiologists (GS-403)
Pharmacologists (GS-405)
Physiologists (GS-413)
Plant Pathologists (GS-434)
Plant Physiologists (GS-435)

- Plant Protection and Quarantine Officers (GS-436)
- Plant Protection Technicians (GS-421)
- Range Conservationists (GS-454)
- Range Technicians (GS-455)
- Soil Conservationists (GS-457)
- Soil Conservation Technicians (GS-458)
- Soil Scientists (GS-470)
- Wildlife Biologists (GS-486)
- Zoologists (GS-410)

GS-500: Accounting and Budget

Money and accountability go hand-in-hand. It is important to assure efficient use and management of Federal dollars. So the Federal Government employs financial experts in virtually all of its agencies. The people in these positions advise, administer, supervise or perform professional, technical or related clerical work of an accounting, budget administration or financial management nature. The occupations in this Group include:

- Accountants (GS-510)
- Accounting Technicians (GS-525)
- Auditors (GS-511)
- Budget Analysts (GS-560)
- Budget and Clerical Assistants (GS-561)
- Cash Processors (GS-530)
- Financial Administrators (GS-501)
- Financial and Clerical Assistants (GS-503)
- Financial Institution Examiners (GS-570)
- Financial Managers (GS-505)
- Insurance Accounts Specialists (GS-593)
- Internal Revenue Agents (GS-512)
- Military Pay Specialists (GS-545)
- Payroll Clerks and Technicians (GS-544)
- Tax Examiners (GS-592)
- Tax Technicians (GS-526)
- Voucher Examiners (GS-540)

GS-600: Medical, Hospital, Dental and Public Health

The Nation's health is overseen, maintained and improved upon by the many doctors, dentists, therapists, allied health specialists, nurses, health administrators and health-care support staff employed by the Federal Government.

The people in these positions advise, administer, supervise or perform research or other professional and scientific work, subordinate technical work or related clerical work in one of the many branches of medicine, surgery, dentistry and related patient-care fields. The occupations in this Group include:

- Autopsy Assistants (GS-625)
- Consumer Safety Officers (GS-696)
- Corrective Therapists (GS-635)
- Dental Assistants (GS-681)
- Dental Hygienists (GS-682)
- Dental Laboratory Aides and Technicians (GS-683)
- Dentists (GS-680)
- Diagnostic Radiologic Technologists (GS-647)
- Dietitians and Nutritionists (GS-630)
- Doctors (GS-602)
- Educational Therapists (GS-639)
- Environmental Health Technicians (GS-698)
- General Health Scientists (GS-601)
- Health Aides and Technicians (GS-640)
- Health System Administrators (GS-670)
- Health System Specialists (GS-671)
- Hospital Housekeepers (GS-673)
- Industrial Hygienists (GS-690)
- Manual Arts Therapists (GS-637)
- Medical Clerks (GS-679)
- Medical Machine Technicians (GS-649)
- Medical Records Librarians (GS-669)
- Medical Records Technicians (GS-675)
- Medical Supply Aides and Technicians (GS-622)
- Medical Technicians (GS-645)
- Medical Technologists (GS-644)
- Nuclear Medicine Technicians (GS-642)
- Nurses (GS-610)
- Nursing Assistants (GS-621)
- Occupational Therapists (GS-631)
- Optometrists (GS-662)
- Orthotists/Prosthetists (GS-667)
- Pathology Technicians (GS-646)
- Pharmacists (GS-660)
- Pharmacy Technicians (GS-661)
- Physical Therapists (GS-633)
- Physicians Assistants (GS-603)
- Podiatrists (GS-668)
- Practical Nurses (GS-620)
- Prosthetic Representatives (GS-672)
- Public Health Advisors and Analysts (GS-685)
- Recreation and Creative Arts Therapists (GS-638)
- Rehabilitation Therapy Assistants (GS-636)
- Respiratory Therapists (GS-651)
- Restoration Technicians (GS-664)
- Speech Pathologists and Audiologists (GS-665)
- Therapeutic Radiologic Technologists (GS-648)

There are many opportunities in the public sector for Doctors and Dentists, Audiologists, Dietitians, Medical Records Administrators, Orthotists/Prosthetists, Pharmacists, Speech Pathologists, Physical Therapists and Nurses across the United States.

GS-700: Veterinary Medical Science

Livestock diseases, meat and poultry processing operations, laboratory research and animal health and welfare are areas of concern to the Federal Government. Control and eradication of animal diseases is a major objective.

The positions in this Group carry responsibilities for advising and consulting, administering, managing, supervising or performing research or other professional and scientific work in the various branches of veterinary medical science. The occupations in this Group include:

- Animal Health Technicians (GS-704)
- Veterinarians (GS-701)

GS-800: Engineering and Architecture

Engineers and architects perform professional and scientific work in the design and construction of projects such as buildings, systems, equipment, materials and methods. They also review applications, designs and plans for structures and systems.

The positions in this Group require the knowledge to transform and make useful materials, natural resources and power. The occupations in this Group include:

Aerospace Engineers (GS-861)
Agricultural Engineers (GS-890)
Architects (GS-808)
Biomedical Engineers (GS-858)
Chemical Engineers (GS-893)
Civil Engineers (GS-810)
Construction Analysts (GS-828)
Construction Inspectors (GS-809)
Engineering Draftsmen (GS-818)
Electrical Engineers (GS-850)
Electronics Engineers (GS-855)
Electronics Technicians (GS-856)
Engineering Technicians (GS-802)
Engineers (GS-801)
Environmental Engineers (GS-819)
Fire Prevention Engineers (GS-804)
General Engineers (GS-806)
Industrial Engineering Technicians (GS-895)
Industrial Engineers (GS-896)
Landscape Architects (GS-807)
Materials Engineers (GS-806)
Mechanical Engineers (GS-830)
Mining Engineers (GS-880)
Naval Architects (GS-871)
Nuclear Engineers (GS-840)
Petroleum Engineers (GS-881)
Safety Engineers (GS-803)
Ship Surveyors (GS-873)
Surveying Technicians (GS-817)

There are numerous opportunities for Engineers in all specialties with the Federal Government across the United States.

GS-900: Legal and Kindred

Courtroom drama, lawyers, judges and examiners with their magnifying glasses are all part of the legal arena. Any agency is likely to employ attorneys either in its legal department or in its Office of the General Counsel.

This Group includes all classes of positions which carry responsibilities for advising, administering, supervising or performing professional legal work in preparation for the trial and argument of cases; presiding at formal hearings; administering laws entrusted to an agency or department; providing authoritative or advisory legal opinions or decisions; preparing a variety of legal documents; and performing quasi-legal work. The occupations in this Group include:

Administrative Law Judges (GS-935)
Attorneys (GS-905)
Civil Service Retirement Claims Examiners (GS-997)
Claims Clerks (GS-998)
Contact Representatives (GS-962)
General Claims Examiners (GS-990)
Hearings and Appeals Specialists (GS-930)
Land Law Examiners (GS-965)
Law Clerks (GS-904)
Legal Clerks and Technicians (GS-986)
Legal Instruments Examiners (GS-963)
Loss and Damage Claims Examiners (GS-992)
Paralegal Specialists (GS-950)
Social Insurance Claims Examiners (GS-993)
Tax Law Specialists (GS-992)
Unemployment Compensation Claims Examiners (GS-994)
Veterans Claims Examiners (GS-996)
Visa and Passport Examiners (GS-967)
Workers' Compensation Claims Examiners (GS-991)

GS-1000: Public Information and Arts

The world of public information, music, theater, language, museums, photography, writing and illustrating is a world away from the typical Federal job. The Federal Government maintains and operates theaters, audio-visual production facilities, museums and public information programs.

The positions in this Group require writing, editing and language proficiencies; artistic skills and abilities; a knowledge of foreign languages; the ability to evaluate and to interpret informational and cultural materials; the ability to apply technical or esthetic principles in combination with manual skills and dexterity; and clerical skills. The occupations in this Group include:

Arts Specialists (GS-1056)
Audio-Visual Production Specialists (GS-1071)
Editorial Assistants (GS-1087)
Exhibits Specialists (GS-1010)
General Art and Information Specialists (GS-1001)
Illustrators (GS-1020)
Language Specialists (GS-1040)
Museum Curators (GS-1015)
Museum Specialists and Technicians (GS-1016)
Photographers (GS-1060)
Public Affairs Specialists (GS-1035)
Technical Writers and Editors (GS-1083)
Visual Information Specialists (GS-1084)
Writers and Editors (GS-1082)

GS-1100: Business and Industry

The business world and the Federal world have many similar needs. Both deal daily with contracts, property, purchasing, production and finances.

The positions in this Group carry responsibilities for advising, administering, supervising or performing work pertaining to and requiring a knowledge of business and industry rules, regulations and practices. The occupations in this Group include:

- Agricultural Marketing Specialists (GS-1146)
- Agricultural Market Reporters (GS-1147)
- Agricultural Program Specialists (GS-1145)
- Appraisers and Assessors (GS-1171)
- Building Managers (GS-1176)
- Business and Industry Specialists (GS-1101)
- Commissary Store Managers (GS-1144)
- Contract Specialists (GS-1102)
- Crop Insurance Administrators (GS-1161)
- Financial Analysts (GS-1160)
- Housing Managers (GS-1173)
- Industrial Property Managers (GS-1103)
- Industrial Specialists (GS-1150)
- Internal Revenue Officers (GS-1169)
- Loan Specialists (GS-1165)
- Procurement Clerks and Assistants (GS-1106)
- Production Controllers (GS-1152)
- Property Disposal Clerks and Technicians (GS-1107)
- Property Disposal Specialists (GS-1104)
- Public Utilities Specialists (GS-1130)
- Purchasing Specialists (GS-1105)
- Realtors (GS-1170)
- Trade Specialists (GS-1140)

GS-1200: Copyright, Patent and Trademark

When does an invention become an invention? Who keeps track of all the designs, applications and details for copyright and patent approvals? The U.S. Patent Office within the Department of Commerce handles inquiries, applications and recordkeeping functions in this arena.

This Group includes positions having the responsibilities for advising, administering, supervising or performing professional scientific, technical and legal work related to copyright cataloguing and registration; patent classification and issuance; and trademark registration. The occupations in this Group include:

- Copyright Specialists (GS-1210)
- Patent Attorneys (GS-1222)
- Patent Examiners (GS-1224)

GS-1300: Physical Sciences

The physical world can be divided into three classes for scientific study: earth, water and space.

The people employed in this Group administer, supervise, advise or perform research, professional and scientific work or subordinate technical work in any of the science fields concerned with matter, energy, physical space, time, physical measurement and the physical environment, and the fundamental structural particles. The occupations in this Group include:

- Astronomers and Space Scientists (GS-1330)
- Cartographers (GS-1370)
- Cartographic Technicians (GS-1371)
- Chemists (GS-1320)
- Food Technologists (GS-1382)
- General Physical Scientists (GS-1301)
- Geodesists (GS-1372)
- Geologists (GS-1350)
- Geophysicists (GS-1313)
- Health Physicists (GS-1306)
- Hydrologic Technicians (GS-1316)
- Hydrologists (GS-1315)
- Land Surveyors (GS-1373)
- Metallurgists (GS-1321)
- Meteorological Technicians (GS-1341)
- Meteorologists (GS-1340)
- Navigational Information Specialists (GS-1361)
- Oceanographers (GS-1360)
- Physical Science Technicians (GS-1311)
- Physicists (GS-1310)

GS-1400: Library and Archives

A library may outwardly seem a sedentary place. Behind the scenes, people busily collect, organize, preserve and retrieve information. The staff at any Federal library helps to keep the Government's records up-to-date.

The people employed in this Group work in the various phases of library and archival science and have responsibilities to supervise, administer, advise and perform professional and scientific work or subordinate technical work. The occupations in this Group include:

- Archivists (GS-1420)
- Archives Technicians (GS-1421)
- Librarians (GS-1410)
- Library Technicians (GS-1411)
- Technical Information Services Specialists (GS-1412)

GS-1500: Mathematics and Statistics

People apply mathematical, statistical and financial principles to every facet of daily life and business.

This Group includes all classes of positions carrying responsibilities for advising, administering, supervising and performing research or other professional and scientific work or related clerical work using mathematical principles, methods, procedures or relationships. The occupations in this Group include:

- Actuaries (GS-1510)
- Computer Science Specialists (GS-1550)
- Mathematical Statisticians (GS-1529)
- Mathematicians (GS-1520)
- Operations Research Analysts (GS-1515)
- Statisticians (GS-1530)

GS-1600: Equipment, Facilities and Service

Federally owned property may be located anywhere in the United States or around the world. A property site may include facilities, services and, often, buildings to be managed.

The positions in this Group require technical or managerial skills and abilities, plus a practical knowledge of trades, crafts or manual-labor operations.

The people employed in this group must carry out the responsibilities for advising, managing or providing instructions and information to others in such functions. The occupations in this Group include:

- Cemetery Superintendents (GS-1630)
- Equipment Specialists (GS-1670)
- Facility Managers (GS-1640)
- General Facilities and Equipment Specialists (GS-1601)
- Laundry and Dry Cleaning Plant Managers (GS-1658)
- Printing Specialists (GS-1654)
- Statistical Assistants (GS-2162)
- Stewards (GS-1667)

GS-1700: Education

The Federal Government continually trains new employees and supervisors and provides continuing, refresher and retraining courses to its employees. The curricula and opportunities are diverse. This Group includes positions which involve administering, managing, supervising, performing or supporting education and training. The occupations in this Group include:

- Educational Program Specialists (GS-1720)
- Education and Training Specialists (GS-1701)
- Education and Training Technicians (GS-1702)
- Education and Vocational Training Specialists (GS-1710)
- Public Health Educators (GS-1725)
- Training Instructors (GS-1712)
- Vocational Rehabilitation Specialists (GS-1715)

GS-1800: Investigation

Exposing criminals, following clues, gathering and presenting evidence, observing people and merchandise entering the United States, investigating prospective Federal employees and working under cover are all duties within the Investigation Group.

The Federal Government hires people for investigation, inspection and enforcement work to uphold and safeguard the laws, the people and the property of the United States. The occupations in this Group include:

- Agricultural Commodity Warehouse Examiners (GS-1850)
- Air Safety Investigators (GS-1815)
- Alcohol, Tobacco, and Firearms Inspectors (GS-1854)
- Aviation Safety Inspectors (GS-1825)
- Border Patrol Agents (GS-1896)
- Compliance Inspection and Support Specialists (GS-1802)
- Consumer Safety Inspectors (GS-1862)
- Criminal Investigators (GS-1811)
- Customs Aides (GS-1897)
- Customs Entry and Liquidation Specialists (GS-1894)
- Customs Inspectors (GS-1890)
- Customs Patrol Officers (GS-1884)
- Food Inspectors (GS-1863)
- Game Law Enforcement Agents (GS-1812)
- General Inspection, Investigation and Compliance Specialists (GS-1801)
- General Investigators (GS-1810)
- Immigration Inspectors (GS-1816)
- Import Specialists (GS-1889)
- Mine Safety and Health Inspectors (GS-1822)
- Securities Compliance Examiners (GS-1831)

GS-1900: Quality Assurance, Inspection and Grading

In this age of technological sophistication and excellence, Government operations demand quality products. Quality products depend on quality materials, facilities and processes. The Federal Government performs inspections and commodities grading to bring products up to standard levels.

The people employed in this Group advise, supervise or perform administrative or technical work related to quality assurance, inspection or commodities grading. The occupations in this Group include:

- Agricultural Commodity Aides (GS-1981)
- Agricultural Commodity Graders (GS-1980)
- Quality Assurance Specialists (GS-1910)

GS-2000: Supply

It takes many different types of items to operate the Federal Government. Each item is identified, selected and acquired; then it is counted, catalogued and distributed prior to being stored, inventoried or used. The positions in this Group require knowledge of one or more elements of supply systems, and/or supply methods, policies or procedures.

Work performed within this Group concerns the provision and control of supplies, equipment, material, property (except real estate) and other services to components of the Federal Government, or industrial or other concerns under contract to the Government, or receiving supplies from the Government. The occupations in this Group include:

- Distribution Facility and Storage Management Specialists (GS-2030)
- Inventory Management Specialists (GS-2010)
- Packaging Specialists (GS-2032)
- Sales Stores Clerks (GS-2091)
- Supply Catalogers (GS-2050)
- Supply Clerks and Technicians GS-2005)
- Supply Program Managers (GS-2003)
- Supply Specialists (GS-2001)

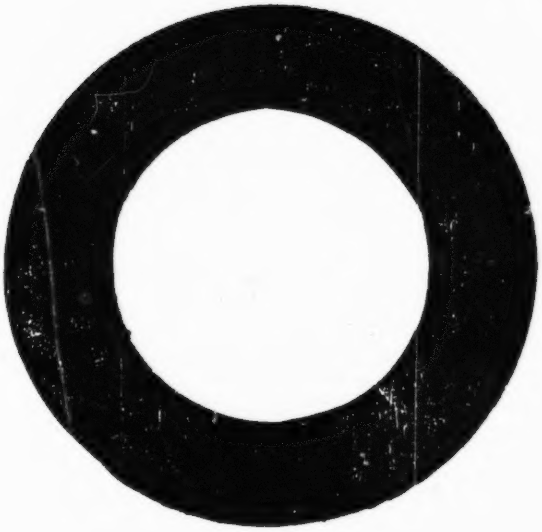
GS-2100: Transportation

The Federal Government requires many transportation services and regulates a variety of transportation activities.

This Group includes positions having responsibilities for advising, administering, supervising or performing clerical, administrative or technical work involved in providing transportation services to the Government, regulating Government transportation activities, or managing Government-funded transportation programs including research and development projects. The occupations in this Group include:

- Aircraft Operators (GS-2181)
- Air Traffic Assistants (GS-2154)
- Air Traffic Controllers (GS-2152)
- Cargo Schedulers (GS-2144)
- Dispatchers (GS-2151)
- Freight Rate Specialists (GS-2131)
- Highway Safety Specialists (GS-2125)
- Marine Cargo Specialists (GS-2161)
- Motor Carrier Safety Specialists (GS-2123)
- Railroad Safety Inspectors and Specialists (GS-2121)
- Shipment Clerks and Assistants (GS-2134)
- Traffic Management Specialists (GS-2130)
- Transportation Clerks and Assistants (GS-2102)
- Transportation Industry Analysts (GS-2110)
- Transportation Loss Damage Claims Examiners (GS-2135)
- Transportation Operators (GS-2150)
- Transportation Specialists (GS-2101)
- Travel Assistants (GS-2132)

There are many employment opportunities available for Air Traffic Controllers and Assistants across the United States.



The Presidential Management Intern Program: Recruiting the Government's Future Managers

The Presidential Management Intern (PMI) Program provides a first step toward a challenging career with the Federal service. This program, established by an Executive Order in 1977, is designed to "attract into the Federal service outstanding individuals who have an interest in, and commitment to, a public service career."

PMIs attend Congressional briefing on Capitol Hill to receive overview on legislative processes.

OPM Photo

Eligibility

You are eligible for the PMI Program if you:

- are a citizen of the United States or expect to become a citizen prior to appointment as a PMI;
- are scheduled to receive a graduate degree; and
- have demonstrated an exceptional ability and a personal interest in a career in the analysis and management of public policies and programs.

Qualifying graduate degrees include a variety of academic disciplines. Following is a representative, partial list of study areas which qualify:

Accounting
Business Administration
Criminal Justice
Economics
Finance
Health Administration
Information Systems
International Relations
Law
Management
Political Science
Public Administration
Public Policy Analysis
Social Service Administration
Urban Planning

A Challenging Career With a Diversified Employer

As a PMI, you get more than just a job. You will:

- be able to put your knowledge to work in the service of your country;
- provide your talent and dedication in the development of policies that impact millions of people;
- be given a wide range of on-the-job training and rotational opportunities within your chosen agency; and
- enhance your managerial skills through a variety of regularly scheduled seminars, conferences and workshops.

Nomination and Selection

You must be nominated for the PMI Program by the dean, director or chairperson of your graduate academic program. A competitive nomination process is devised by each school. Selections are based on abilities, knowledge and skills, after fair and open competition.

Graduate school nominations must be submitted by December 1 of each year.

Final nominee selections are based on the following criteria:

- review of applications and recommendations;
- results of rigorous individual and group interviews; and
- evaluation of writing samples.

Your appointment may begin immediately upon completion of your graduate degree program.

Competitive Pay and Benefits

As a PMI, you receive an initial two-year appointment. During the two-year appointment, you will be eligible for promotion. After you complete your two-year appointment, your position will be converted to a permanent Government position. At that time, you will be eligible for further promotion.

Agency executives discuss information management report with PMIs. OPM Photo

Self-Service
Job Information
TOUCHSCREEN

Presidential Management Intern provides some career guidance to an OPM co-op student. OPM Photo

You will also be entitled to all Government benefits, which include the following:

- health and life insurance;
- retirement and investment plans; and
- paid vacation days, holidays and sick leave.

How Can You Apply For This Program?

Announcements inviting nominations to the PMI Program are mailed each September to graduate schools nationwide. If you are interested in starting a career as a PMI, contact the head of your graduate program or your college placement office. Information is also available from the nearest U.S. Office of Personnel Management Area Office or Federal Job Information Center. A listing of those offices, with their addresses and telephone numbers, begins on Page 252.

National Student Employment and Work Training Programs

If you are a student and would like to be paid while acquiring actual work experience related to your academic studies, then consider one of the many student employment programs offered by the Federal Government. The Federal Government offers its employees a chance to make a difference. There are hundreds of thousands of Government jobs, in more than 200 different occupations, which are filled each year. To find out more about the different types of Federal student employment and work programs available within the Government, read the following information:

Cooperative Education

Cooperative Education is a planned and progressive educational program that offers opportunities from high school through graduate study. By combining your academic studies with on-the-job experience, the Federal Cooperative Education Program helps you get the experience needed to move you closer to obtaining the job of your choice.

You can make practical application of theories you learn in school to interesting work assignments and projects. This gives life and meaning to your classroom instruction. Co-op gives you the opportunity to explore career options before making your career choice. You will grow professionally and contribute to the nation.

There are many ways to work in the Federal Cooperative Education Program. Some schedules may alternate full-time work with full-time semesters or quarters of study. Others may provide for part-time work with parallel periods of study. Agencies, schools and students design schedules that work best for them.

The co-op program is designed to be a partnership with you, your school and the Federal agency for which you will work.

Locations and Occupations

The Federal Government is the largest employer of co-op students in the country. Thousands of students participate at all academic levels. The co-op program provides high-quality work assignments—jobs that will produce the managers, professionals and Civil Service workers for tomorrow's Government. Co-op students can work across the country in laboratories, offices, forests, parks, shipyards, hospitals and in ocean and space programs.

Electrical engineering co-op students from North Carolina A&T State University and Tuskegee University at Strategic Weapons Facility, Atlantic, Kings Bay, Ga. Navy Photo

The program offers an array of career fields in a variety of Federal agencies. Choose from over 200 occupations that will challenge you professionally, and give you the chance to grow, learn and perform productive work.

Pay and Benefits

As a co-op student, you start earning a salary from the first day. Your initial rate of pay will depend upon your current education and work experience.

As you advance in responsibility, your pay reflects your talents and contributions. Pay-for-performance systems have been established to provide increases and awards for motivated co-op students.

As a co-op student, you will receive benefits right from the start. The benefits you are automatically eligible for are:

- paid vacation days, holidays and sick leave;
- health and life insurance; and
- retirement/investment plans.

You may also be eligible for these additional benefits:

- training and tuition assistance;
- payment for transportation between school and your work site; and
- membership in an employee credit union.

Why Should You Become a Part of the Federal Cooperative Education Program?

You get more than just a job. You get:

- valuable on-the-job work experience in your career field;

Co-op student studying archeology in Hidden Cave, Nevada.
Dept. of the Interior Photo

Chemistry co-op student from Augusta College, Augusta, Ga., at the U.S. Customs Office laboratory, Washington, DC.
Augusta College Photo

- the opportunity to develop confidence, interpersonal skills and professional work habits; and
- a salary which can help in meeting your educational expenses.

Eligibility Requirements

You are eligible for a Federal cooperative education assignment if you are:

- a high school student or pursuing a professional, graduate, baccalaureate or associate degree, or an undergraduate certificate or diploma;
- enrolled in your school's cooperative education program;
- maintaining a good academic record;
- recommended for a co-op assignment by your school; and
- a U.S. citizen or a permanent resident who will be a citizen by graduation.

How Can You Get Started?

Contact your school's cooperative education director or coordinator or the office responsible for co-op assignments. You may also call the Cooperative Education Program Manager in the Personnel Office at any of the agencies/departments listed beginning on Page 11.

The Federal Junior Fellowship Program

The Federal Junior Fellowship Program gives selected high school seniors the opportunity to earn money for college while they learn about their chosen careers through related work experiences.

As a Junior Fellow, you may work part-time while attending college and full-time during summers and other vacation periods. You will be employed in a position where you can apply your academic studies to actual work experiences and where you will gain first-hand knowledge of the Federal Government.

Eligibility Requirements

You are eligible for the Federal Junior Fellowship Program if you:

- are a graduating high school senior;
- have a satisfactory academic record;
- are planning to attend or have been accepted for admission into a baccalaureate, an associate degree or an undergraduate certificate or diploma program;
- qualify under the financial needs criteria based upon family income (except those who qualify as disabled students); and
- meet U.S. citizenship requirements by graduation.

Nomination and Selection

In spring, Federal agencies contact high schools directly for nominations by high school officials. If you have been nominated and your name has been referred to a Federal agency, then you may be contacted for an interview. When making final selections, Federal agencies consider a number of factors—academic achievement, financial need, intended college major, career goals, extracurricular activities and recommendations from high school officials. If you are selected for a position, your first work experience will start immediately following high school graduation.

Competitive Pay and Benefits

As a Federal Junior Fellow, your initial rate of pay will be based on your current education and work experience. As you advance in responsibility, your pay takes into account your contributions and talents. Pay-for-performance systems have been established to provide increases and awards for motivated Federal Junior Fellows.

As a Federal Junior Fellow you will be eligible to receive the following benefits:

- paid vacation days, holidays and sick leave;
- health and life insurance;
- retirement/investment plans; and
- training and tuition assistance.

Why Should You Become a Part of the Federal Junior Fellowship Program?

You get more than just a job. You will:

- be able to apply your academic studies to actual work experience;
- have the opportunity to develop confidence, interpersonal skills and professional work habits; and
- receive a salary which can help in meeting your educational expenses.

How Can You Apply for This Program?

If you are interested in becoming a Federal Junior Fellow, you should ask the officials at your high school for more information about the application process.

The Stay-in-School Program

The Stay-in-School Program was designed to provide financially needy students or students with disabilities, employment opportunities in the Federal Government.

As a Stay-in-Schooler, you work part-time while school is in session and full-time during summers and other vacation periods. Intermittent schedules can also be arranged for those who are unable to work under a fixed part-time schedule. An intermittent schedule is one in which you work on an "as needed" basis. This type of schedule is unpredictable.

Eligibility Requirements

You are eligible for a Stay-in-School assignment if you are:

- enrolled as a full-time student (or have been accepted for enrollment) in an accredited high school, vocational school, associate degree or baccalaureate program;
- working toward a diploma, certificate or degree;
- maintaining a satisfactory academic record;
- at least 16 years of age at the time of appointment;
- a U.S. citizen or national at the time of appointment; and
- in need of earnings (except those who qualify as disabled students) and qualify under the financial needs criteria based upon family income.

Salaries and Benefits

As a Stay-in-Schooler, your rate of pay will depend upon your current education and work experience. As you advance, you will be eligible for promotions, awards and other pay increases. Also, you will be entitled to other benefits including paid vacation days, holidays and sick leave.

How Can You Get Started?

Approximately 20,000 students participate annually in the Stay-in-School Program throughout the Federal Government. Agencies recruit candidates directly from schools or through local State Employment or Job Service Offices. You can contact your school or the offices mentioned above. They will assist you in getting started.

The Summer Employment and Summer Aid Programs

Looking for employment which offers you challenges, opportunities and diversity while attending school full time? Choose a Summer Employment or Summer Aid assignment with the Federal Government.

The Summer Employment Program

The Summer Employment Program creates training and work opportunities for persons who can work only during the summer months. These positions begin approximately mid-May and end September 30. The work ranges from office support and trades and labor occupations to positions in professional fields.

Eligibility Requirements

A Summer Employment Program applicant must meet the following requirements:

- be at least 16 years of age at the time of appointment; and
- qualify for the position based on experience and/or education.

The Summer Aid Program

The Summer Aid Program provides summer jobs for economically disadvantaged or disabled youths. As a youth employed under this program, you will have the opportunity to make use of the skills you already have. Through special training and on-the-job experience, you will be able to develop new skills.

Eligibility Requirements

To qualify for positions under this program, you must:

- be at least 16 years of age; and
- in need of earnings (except those who qualify as disabled students) and qualify under the financial needs criteria based upon family income.

How Can You Apply for This Program?

If you are interested in the Summer Aid Program, you should register with the State Employment or Job Service Office in your area.

For More Information About the Summer Employment/Summer Aid Programs

Job opportunities are described and general information about these programs is provided in the Government's Summer Jobs Announcement, No. 414. This announcement is available each December from U.S. Office of Personnel Management Area Offices or Federal Job Information Centers throughout the country. A listing of those offices, with their addresses and telephone numbers, begins on Page 252. Also, check with your school's placement office. The deadlines for applying for the summer jobs are specified in the Summer Jobs Announcement booklet. Each Federal agency participating in the summer jobs program sets its own application deadline.

The Student Volunteer Program

To gain practical experience while enrolled in an academic program, participate in the Federal service as a student volunteer. This experience will provide you with information about Federal agencies and departments and their missions and responsibilities. In addition, you will get an opportunity to develop confidence, interpersonal skills and professional work habits.

What Is the Student Volunteer Program?

The Student Volunteer Program is an unpaid work opportunity which allows you to explore various occupations. This program can enrich your future career by:

- exposing you to the Federal work environment;
- providing you with an opportunity to become involved in early career exploration; and
- developing your interest in new and emerging occupations and professions.

Eligibility Requirements

You are eligible for a Student Volunteer work experience if you are enrolled at least part-time in an accredited high school or trade school; technical or vocational institute; junior college; four-year college or university; or other accredited educational institution.

How Does the Program Work?

You, your school and the Federal agency involved determine the work schedule best suited to meet your needs. In addition, some schools may award academic credit for the work performed. Also, your volunteer service may be considered as related work experience when you later compete for permanent employment with the Federal Government.

For More Information

If you are interested in becoming a Student Volunteer in the Federal Government, contact the Federal agency for which you wish to work or your school's placement office.

Index of College Majors/Areas of Study

This Index can be used like a road map. It will help you locate Federal agencies and departments that are seeking individuals with your academic major, related field of study or experience for their typical entry-level position.

Under each academic major, you will find the names of the of the agencies and departments interested in individuals with that background. If an agency is a component of a department or larger agency, you will find the parent organization's name in parentheses and bold faced. Independent agencies stand without parenthetical reference.

You can locate the department/agency listed under your field of study by referring to the listing beginning on Page 11. There the agencies and departments are listed in alphabetical order. Refer to each department/agency profile for information on its recruiting needs and career opportunities.

You will notice some overlapping among the academic majors and areas of study. You should check the departments and agencies listed under your broad field of study (for example, engineering), as well as specialties (for example, electronics engineering) and related fields (for example, electronics).

Please take note also that specialties such as Chinese language and mechanical engineering may be listed in the department/agency's profile as "Language, Chinese" and "Engineering, Mechanical" respectively, but will be listed in this Index of Majors in their correct alphabetic position (for example, "Chinese" and "Mechanical Engineering.")

The contact information you need to apply for employment will be listed within each department/agency's individual profile.

Following this Index is an alphabetic listing of all the majors/areas of study found in this section. This list will give you an overview and help you easily identify all the majors and areas of study listed in the Index.

ACCOUNTING

Administrative Office of the U.S. Courts
Agency for International Development
Agricultural Stabilization and Conservation Service **(Agriculture)**
Agriculture, Department of
Army Corps of Engineers **(Defense)**
Army Finance and Accounting Center **(Defense)**
Army Materiel Command **(Defense)**
Army Military District of Washington **(Defense)**
Bureau of Economic Analysis **(Commerce)**
Bureau of Engraving and Printing **(Treasury)**
Bureau of Prisons **(Justice)**
Bureau of the Public Debt **(Treasury)**
Commodity Futures Trading Commission
Defense Contract Audit Agency **(Defense)**
Defense Logistics Agency **(Defense)**
Departmental Offices **(Treasury)**
Drug Enforcement Adminstration **(Justice)**
Energy, Department of
Equal Employment Opportunity Commission
Export-Import Bank of the United States
Executive Office of the President
Family Support Administration **(Health and Human Services)**
Farm Credit Administration **(Agriculture)**
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
Federal Highway Administration **(Transportation)**
Federal Maritime Commission
Federal Railroad Administration **(Transportation)**
Federal Retirement Thrift Investment Board
Federal Trade Commission
Financial Management Service **(Treasury)**
General Accounting Office
General Services Administration
Government Printing Office
Health Care Financing Administration **(Health and Human Services)**
Health Resources and Services Administration **(Health and Human Services)**
Housing and Urban Development, Department of
Interior, Department of the
Internal Revenue Service **(Treasury)**
Labor, Department of
Maritime Administration **(Transportation)**
National Credit Union Administration
National Labor Relations Board
National Science Foundation
National Technical Information Service **(Commerce)**
Navy **(Defense)**
Office of the Comptroller of the Currency **(Treasury)**
Office of Inspector General **(Agriculture) (Health and Human Services) (Labor) (Transportation)**
Office of Justice Programs **(Justice)**
Office of Personnel Management
Office of the Secretary **(Commerce) (Health and Human Services)**
Office of Surface Mining Reclamation and Enforcement **(Interior)**
Office of Thrift Supervision **(Treasury)**
Public Health Service **(Health and Human Services)**
Railroad Retirement Board
Rural Electrification Administration **(Agriculture)**
Securities and Exchange Commission
Selective Service System
Small Business Administration
Smithsonian Institution
State, Department of
Transportation, Department of
U.S. Coast Guard **(Transportation)**
U.S. Customs Service **(Treasury)**
U.S. Marshals Service **(Justice)**
U.S. Postal Service
Veterans Affairs, Department of

ACTUARIAL SCIENCE
Employment and Training Administration **(Labor)**
Federal Emergency Management Agency
Health Care Financing Administration **(Health and Human Services)**

ADP
Navy **(Defense)**

ADULT EDUCATION AND TRAINING
Federal Emergency Management Agency

ADVERTISING
Labor, Department of

AERONAUTICAL ENGINEERING
National Aeronautics and Space Administration

AERONAUTICS
National Aeronautics and Space Administration

AEROSPACE ENGINEERING
Army Materiel Command **(Defense)**
Federal Aviation Administration **(Transportation)**
National Aeronautics and Space Administration
Navy **(Defense)**

AGRIBUSINESS MANAGEMENT
Farm Credit Administration **(Agriculture)**

AGRICULTURAL BUSINESS
Farmers Home Administration **(Agriculture)**
Foreign Agricultural Service **(Agriculture)**

AGRICULTURAL ECONOMICS
Agricultural Stabilization and Conservation Service **(Agriculture)**
Economics Management Staff **(Agriculture)**
Farm Credit Administration **(Agriculture)**
International Trade Commission

AGRICULTURAL ENGINEERING
Agricultural Research Service **(Agriculture)**

AGRICULTURAL FINANCE
Farm Credit Administration **(Agriculture)**

AGRICULTURAL MANAGEMENT
Agricultural Marketing Service **(Agriculture)**
Agricultural Stabilization and Conservation Service **(Agriculture)**

AGRICULTURE (GENERAL)
Agricultural Marketing Service **(Agriculture)**
Agricultural Stabilization and Conservation Service **(Agriculture)**

AGRONOMY
Agricultural Research Service **(Agriculture)**

AIRWAY SCIENCE
Federal Aviation Administration **(Transportation)**

ALL MAJORS
ACTION
Air Force **(Defense)**
Army Information Systems Command **(Defense)**
Army Materiel Command **(Defense)**
Training and Doctrine Command **(Defense)**
Bureau of Alcohol, Tobacco, and Firearms **(Treasury)**
Bureau of Labor Statistics **(Labor)**
Defense Investigative Service **(Defense)**
Employment and Training Administration **(Labor)**
Employment Standards Administration **(Labor)**
Equal Employment Opportunity Commission
Federal Aviation Administration **(Transportation)**
Federal Deposit Insurance Corporation
Federal Highway Administration **(Transportation)**
General Services Administration
Immigration and Naturalization Service **(Justice)**
Labor, Department of
Maritime Administration **(Transportation)**
Military Traffic Management Command **(Defense)**
Mine Safety and Health Administration **(Labor)**
National Science Foundation
Occupational Safety and Health Administration **(Labor)**
Office of Inspector General **(Labor)**
Office of Personnel Management
Office of the Secretary **(Health and Human Services)**
Railroad Retirement Board
State, Department of
U.S. Marshals Service **(Justice)**
U.S. Postal Service
Veterans Affairs, Department of

AMERICAN HISTORY
National Archives and Records Administration

AMERICAN STUDIES
National Archives and Records Administration

ANIMAL HEALTH TECHNOLOGY
Animal and Plant Health Inspection Service **(Agriculture)**

ANIMAL HUSBANDRY
Agricultural Marketing Service **(Agriculture)**

ANIMAL SCIENCE
Agricultural Marketing Service **(Agriculture)**
Bureau of Land Management **(Interior)**

ANTHROPOLOGY
Bureau of Land Management **(Interior)**
U.S. Customs Service **(Treasury)**

ARCHAEOLOGY

Bureau of Land Management **(Interior)**
Forest Service **(Agriculture)**
National Endowment for the Humanities
National Park Service **(Interior)**

ARCHITECTURAL ENGINEERING

Navy **(Defense)**
U.S. Postal Service

ARCHITECTURE

Army Corps of Engineers **(Defense)**
Farmers Home Administration **(Agriculture)**
General Services Administration
Housing and Urban Development, Department of
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
Veterans Affairs, Department of

AREA STUDIES

U.S. Information Agency
Voice of America **(U.S. Information Agency)**

ART (DESIGN)

Government Printing Office

ART HISTORY

National Archives and Records Administration
Smithsonian Institution

ASIAN LANGUAGES

National Security Agency

ASTRONAUTICAL ENGINEERING

National Aeronautics and Space Administration

ASTRONAUTICS

Natonal Aeronautics and Space Administration

ASTRONOMY

Defense Mapping Agency **(Defense)**
Navy **(Defense)**

AUDIOLOGY

Veterans Affairs, Department of

AUDITING

Departmental Offices **(Treasury)**
Housing and Urban Development, Department of
National Credit Union Administration
Office of Inspector General **(Commerce) (Labor)**
State, Department of

BANK LAW

Office of the Comptroller of the Currency **(Treasury)**

BANKING

Farm Credit Administration **(Agriculture)**
Office of the Comptroller of the Currency **(Treasury)**
Small Business Administration
State, Department of

BIOLOGICAL LAB TECHNOLOGY

Animal and Plant Health Inspection Service **(Agriculture)**

BIOLOGICAL SCIENCES

Environmental Protection Agency
Library of Congress

BIOLOGY

Animal and Plant Health Inspection Service **(Agriculture)**
Army Corps of Engineers **(Defense)**
Bureau of Indian Affairs **(Interior)**
Bureau of Land Management **(Interior)**
Bureau of Reclamation **(Interior)**
Federal Bureau of Investigation **(Justice)**
Forest Service **(Agriculture)**
Minerals Management Service **(Interior)**
Navy **(Defense)**
Office of Surface Mining Reclamation and Enforcement **(Interior)**
Patent and Trademark Office **(Commerce)**
U.S. Fish and Wildlife Service **(Interior)**

BOTANY

Bureau of Land Management **(Interior)**

BROADCASTING

U.S. Information Agency

BUDGET ANALYSIS

Energy, Department of

BUDGETING (GOVERNMENTAL)

U.S. Marshals Service **(Justice)**

BUSINESS (GENERAL BUSINESS)

ACTION
Board of Governors of the Federal Reserve System
Defense Logistics Agency **(Defense)**
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank of the United States
Federal Highway Administration **(Transportation)**
Federal Maritime Commission
Federal Railroad Administration **(Transportation)**
Financial Management Service **(Treasury)**
Office of the Secretary **(Commerce)**
Patent and Trademark Office **(Commerce)**
U.S. Mint **(Treasury)**
Veterans Affairs, Department of

BUSINESS ADMINISTRATION

Agency for International Development
Agriculture, Department of
Agricultural Stabilization and Conservation Service **(Agriculture)**
Army Corps of Engineers **(Defense)**

Army Finance and Accounting Center **(Defense)**
Army Military District of Washington **(Defense)**
Departmental Offices **(Treasury)**
Economic Affairs **(Commerce)**
Economic Development Administration **(Commerce)**
Executive Office for U.S. Attorneys **(Justice)**
Farm Credit Administration **(Agriculture)**
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
Federal Railroad Administration
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Accounting Office
General Services Administration
Government Printing Office
Health Care Financing Administration **(Health and Human Services)**
Housing and Urban Development, Department of
Interior, Department of
Internal Revenue Service **(Treasury)**
International Trade Administration **(Commerce)**
International Trade Commission
Justice, Department of
Maritime Administration **(Transportation)**
Minority Business Development Agency **(Commerce)**
National Labor Relations Board
National Park Service **(Interior)**
National Science Foundation
Office of the Comptroller of the Currency **(Treasury)**
Office of Inspector General **(Transportation)**
Office of Personnel Management
Office of Thrift Supervision **(Treasury)**
Research and Special Programs Administration **(Transportation)**
Rural Electrification Administration **(Agriculture)**
Savings Bonds Division **(Treasury)**
Selective Service System
Small Business Administration
State, Department of
Transportation, Department of
Travel and Tourism Administration **(Commerce)**
Urban Mass Transportation Administration **(Transportation)**
U.S. Coast Guard **(Transportation)**
U.S. Customs Service **(Treasury)**
U.S. Marshals Service **(Justice)**

BUSINESS LAW

U.S. Customs Service **(Treasury)**

BUSINESS MANAGEMENT

Food and Nutrition Service **(Agriculture)**
National Credit Union Administration
Navy **(Defense)**
Office of Inspector General **(Transportation)**

CARTOGRAPHY

Bureau of the Census **(Commerce)**
Bureau of Land Management **(Interior)**
Defense Mapping Agency **(Defense)**
National Oceanic and Atmospheric Administration **(Commerce)**
U.S. Customs Service **(Treasury)**

CERAMIC ENGINEERING

National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**

CHEMICAL ENGINEERING

Army Materiel Command **(Defense)**
Agricultural Research Service **(Agriculture)**
Drug Enforcement Administration **(Justice)**
Environmental Protection Agency
National Aeronautics and Space Administration
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
Nuclear Regulatory Commission
Patent and Trademark Office **(Commerce)**
Tennessee Valley Authority

CHEMISTRY

Animal and Plant Health Inspection Service **(Agriculture)**
Agricultural Research Service **(Agriculture)**
Bureau of Engraving and Printing **(Treasury)**
Drug Enforcement Administration **(Justice)**
Environmental Protection Agency
Federal Bureau of Investigation **(Justice)**
Food Safety and Inspection Service **(Agriculture)**
Government Printing Office
International Trade Commission
National Archives and Records Administration
National Institute of Standards and Technology **(Commerce)**
National Technical Information Service **(Commerce)**
Navy **(Defense)**
Patent and Trademark Office **(Commerce)**
Research and Special Programs Administration **(Transportation)**
U.S. Geological Survey **(Interior)**

CHINESE

Drug Enforcement Administration **(Justice)**

CIVIL ENGINEERING

Army Corps of Engineers **(Defense)**
Bureau of Reclamation **(Interior)**
Defense Mapping Agency **(Defense)**
Environmental Protection Agency
Farmers Home Administration **(Agriculture)**
Federal Aviation Administration **(Transportation)**
Federal Emergency Management Agency
Federal Highway Administration **(Transportation)**
Forest Service **(Agriculture)**
General Services Administration
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
State, Department of
Tennessee Valley Authority
Urban Mass Transportation Administration **(Transportation)**
U.S. Geological Survey **(Interior)**

CLINICAL PSYCHOLOGY
Bureau of Prisons **(Justice)**

COMMERCE
Navy **(Defense)**

COMMERCIAL LAW
Office of the Comptroller of the Currency **(Treasury)**

COMMUNICATIONS
Federal Retirement Thrift Investment Board
Labor, Department of
National Archives and Records Administration
National Park Service **(Interior)**
National Science Foundation
National Telecommunications and Information Administration **(Commerce)**
Small Business Administration
U.S. Information Agency
Voice of America **(U.S. Information Agency)**

COMMUNICATIONS (VISUAL)
Defense Mapping Agency **(Defense)**

COMMUNITY PLANNING
Economic Development Administration **(Commerce)**
Environmental Protection Agency
Housing and Urban Development, Department of

COMPARATIVE RELIGION
National Endowment for the Humanities

COMPUTER AND INFORMATION SYSTEMS
Navy **(Defense)**

COMPUTER ENGINEERING
Federal Bureau of Investigation **(Justice)**
Navy **(Defense)**

COMPUTER SCIENCE
Administrative Office of the U.S. Courts
Agriculture, Department of
Agricultural Stabilization and Conservation Service **(Agriculture)**
Army Corps of Engineers **(Defense)**
Army Finance and Accounting Center **(Defense)**
Army Military District of Washington **(Defense)**
Board of Governors of the Federal Reserve System
Bureau of the Census **(Commerce)**
Bureau of Engraving and Printing **(Treasury)**
Bureau of Economic Analysis **(Commerce)**
Bureau of Export Administration **(Commerce)**
Bureau of Indian Affairs **(Interior)**
Bureau of Labor Statistics **(Labor)**
Bureau of Land Management **(Interior)**
Bureau of the Public Debt **(Treasury)**
Commodity Futures Trading Commission
Consumer Product Safety Commission
Defense Communications Agency **(Defense)**
Defense Intelligence Agency **(Defense)**
Defense Logistics Agency **(Defense)**
Defense Mapping Agency **(Defense)**
Departmental Offices **(Treasury)**
Drug Enforcement Administration **(Justice)**
Employment and Training Administration **(Labor)**
Energy, Department of
Executive Office for U.S. Attorneys **(Justice)**
Executive Office of the President
Export-Import Bank of the United States
Federal Bureau of Investigation **(Justice)**
Federal Emergency Management Agency
Federal Highway Administration **(Transportation)**
Federal Retirement Thrift Investment Board
Federal Trade Commission
Financial Management Service **(Treasury)**
General Accounting Office
General Services Administration
Government Printing Office
Health Care Financing Administration **(Health and Human Services)**
Housing and Urban Development, Department of
Immigration and Naturalization Service **(Justice)**
Internal Revenue Service **(Treasury)**
International Trade Commission
Justice, Department of
Labor, Department of
Library of Congress
Merit Systems Protection Board
National Aeronautics and Space Administration
National Institute of Standards and Technology **(Commerce)**
National Oceanic and Atmospheric Administration **(Commerce)**
National Security Agency **(Defense)**
National Technical Information Service **(Commerce)**
National Telecommunications and Information Administration **(Commerce)**
Navy **(Defense)**
Office of Justice Programs **(Justice)**
Office of the Secretary **(Commerce)**
Patent and Trademark Office **(Commerce)**
St. Lawrence Seaway Development Corporation **(Transportation)**
Securities and Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration **(Health and Human Services)**
State, Department of
Tennessee Valley Authority
U.S. Customs Service **(Treasury)**
U.S. Marshals Service **(Justice)**
Veterans Affairs, Department of

CONSERVATION
Smithsonian Institution

CONTRACTING
Energy, Department of

CORRECTIONS
Secret Service **(Treasury)**

CORRECTIVE THERAPY
Veterans Affairs, Department of

COUNSELING PSYCHOLOGY
Veterans Affairs, Department of

CREATIVE ARTS THERAPY
Veterans Affairs, Department of

CREATIVE WRITING
Labor, Department of

CREDIT
Farm Credit Administration (**Agriculture**)
Small Business Administration

CRIMINAL INVESTIGATION
Housing and Urban Development, Department of

CRIMINAL JUSTICE (CRIMINOLOGY)
Bureau of Land Management (**Interior**)
Bureau of Prisons (**Justice**)
Departmental Offices (**Treasury**)
Drug Enforcement Administration (**Justice**)
Federal Emergency Management Agency
Federal Law Enforcement Training Center (**Treasury**)
General Services Administration
Government Printing Office
Immigration and Naturalization Service (**Justice**)
Interior, Department of the
Justice, Department of
Office of Inspector General (**Agriculture**) (**Health and Human Services**) (**Transportation**)
Railroad Retirement Board
Secret Service (**Treasury**)
U.S. Customs Service (**Treasury**)
U.S. Marshals Service (**Justice**)

CRYPTOGRAPHY
State, Department of

CRYPTOLOGY
Federal Bureau of Investigation (**Justice**)

CULTURAL ANTHROPOLOGY
U.S. Information Agency

CYTOTECHNOLOGY
Navy (**Defense**)

DATA MANAGEMENT
Financial Management Service (**Treasury**)

DATA PROCESSING
Defense Mapping Agency (**Defense**)
U.S. Marshals Service (**Justice**)

DENTAL HYGIENE
Navy (**Defense**)
Veterans Affairs, Department of

DENTISTRY
Bureau of Prisons (**Justice**)
Indian Health Service (**Health and Human Services**)
National Institutes of Health (**Health and Human Services**)

DIETETICS
Indian Health Service (**Health and Human Services**)
Veterans Affairs, Department of

EARTH SCIENCE
Defense Intelligence Agency (**Defense**)
Defense Mapping Agency (**Defense**)

ECONOMICS
Agency for International Development
Army Finance and Accounting Center (**Defense**)
Board of Governors of the Federal Reserve System
Bureau of the Census (**Commerce**)
Bureau of Economic Analysis (**Commerce**)
Bureau of Labor Statistics (**Labor**)
Bureau of Land Management (**Interior**)
Bureau of Mines (**Interior**)
Commission on Civil Rights
Commodity Futures Trading Commission
Defense Logistics Agency (**Defense**)
Departmental Offices (**Treasury**)
Drug Enforcement Administration (**Justice**)
Economic Affairs (**Commerce**)
Economics Management Staff (**Agriculture**)
Employment and Training Administration (**Labor**)
Environmental Protection Agency
Executive Office of the President
Export-Import Bank of the United States
Federal Deposit Insurance Corporation
Federal Maritime Commission
Federal Railroad Administration (**Transportation**)
Federal Retirement Thrift Investment Board
Federal Trade Commission
Food and Nutrition Service (**Agriculture**)
Foreign Agricultural Service (**Agriculture**)
General Accounting Office
General Services Administration
Health Care Financing Administration (**Health and Human Services**)
International Trade Administration (**Commerce**)
International Trade Commission
Library of Congress
Maritime Administration (**Transportation**)
Minority Business Development Agency (**Commerce**)
National Archives and Records Administration
National Labor Relations Board
National Oceanic and Atmospheric Administration (**Commerce**)
National Science Foundation
Navy (**Defense**)
Office of the Comptroller of the Currency (**Treasury**)
Office of Thrift Supervision (**Treasury**)
Securities Exchange Commission
Small Business Administration
U.S. Customs Service (**Treasury**)
U.S. Information Agency

U.S. Marshals Service (**Justice**)
U.S. Postal Service

EDUCATION

Army Finance and Accounting Center (**Defense**)
Bureau of Indian Affairs (**Interior**)
Bureau of Prisons (**Justice**)
Education, Department of
Forest Service (**Agriculture**)
Navy (**Defense**)
Small Business Administration
Smithsonian Institution
U.S. Coast Guard (**Transportation**)
U.S. Customs Service (**Treasury**)

EDUCATIONAL THERAPY

Veterans Affairs, Department of

ELECTRICAL ENGINEERING

Army Corps of Engineers (**Defense**)
Army Materiel Command (**Defense**)
Bureau of Export Administration (**Commerce**)
Bureau of Reclamation (**Interior**)
Defense Mapping Agency (**Defense**)
Energy, Department of
Federal Aviation Administration (**Transportation**)
General Services Administration
International Trade Commission
National Aeronautics and Space Administration
National Institute of Standards and Technology (**Commerce**)
National Security Agency
Navy (**Defense**)
Nuclear Regulatory Commission
Patent and Trademark Office (**Commerce**)
Rural Electrification Administration (**Agriculture**)
State, Department of
Tennessee Valley Authority
U.S. Postal Service
Voice of America (**U.S. Information Agency**)

ELECTRONICS

Bureau of Reclamation (**Interior**)
Federal Aviation Administration (**Transportation**)
Forest Service (**Agriculture**)

ELECTRONICS ENGINEERING

Army Materiel Command (**Defense**)
Bureau of Export Administration (**Commerce**)
Defense Communications Agency (**Defense**)
Drug Enforcement Administration (**Justice**)
Federal Aviation Administration (**Transportation**)
Federal Emergency Management Agency
General Services Administration
International Trade Commision
Justice, Department of
National Institute of Standards and Technology (**Commerce**)
National Telecommunications and Information Administration (**Commerce**)
Navy (**Defense**)
Rural Electrification Administration (**Agriculture**)
State, Department of

ELECTRONICS TECHNOLOGY

Voice of America (**U.S. Information Agency**)

ENGINEERING (GENERAL)

Bureau of Indian Affairs (**Interior**)
Bureau of Land Management (**Interior**)
Bureau of Mines (**Interior**)
Consumer Product Safety Commission
Defense Logistics Agency (**Defense**)
Defense Mapping Agency (**Defense**)
Drug Enforcement Administration (**Justice**)
Energy, Department of
Federal Communications Commission
Government Printing Office
Housing and Urban Development, Department of
Internal Revenue Service (**Treasury**)
Library of Congress
Maritime Administration (**Transportation**)
Military Traffic Management Command (**Defense**)
Minerals Management Service (**Interior**)
National Highway Traffic Safety Administration (**Transportation**)
National Institute of Standards and Technology (**Commerce**)
National Oceanic and Atmospheric Administration (**Commerce**)
National Technical Information Service (**Commerce**)
Navy (**Defense**)
Office of Surface Mining Reclamation and Enforcement (**Interior**)
Patent and Trademark Office (**Commerce**)
Research and Special Programs Administration (**Transportation**)
Smithsonian Institution
Soil Conservation Service (**Agriculture**)
State, Department of
Urban Mass Transportation Administration (**Transportation**)
U.S. Coast Guard (**Transportation**)
U.S. Customs Service (**Treasury**)
Veterans Affairs, Department of

ENGINEERING MANAGEMENT

Navy (**Defense**)

ENGINEERING PSYCHOLOGY

Consumer Product Safety Commission

ENGINEERING TECHNOLOGY

Army Corps of Engineers (**Defense**)
Navy (**Defense**)

ENGLISH

Federal Trade Commission
Labor, Department of
National Archives and Records Administration
Navy (**Defense**)
Research and Special Programs Administration (**Transportation**)
U.S. Information Agency

ENTOMOLOGY

Animal and Plant Health Inspection Service (**Agriculture**)
Forest Service (**Agriculture**)

ENVIRONMENTAL ENGINEERING

Environmental Protection Agency
Navy (**Defense**)
Nuclear Regulatory Commission

ENVIRONMENTAL SCIENCE (ENVIRONMENTAL STUDIES)

Bureau of Land Management (**Interior**)
Environmental Protection Agency

ETHICS

National Endowment for the Humanities

FILM AND DRAMA

U.S. Information Agency

FINANCE

Administrative Office of the U.S. Courts
Army Finance and Accounting Center (**Defense**)
Board of Governors of the Federal Reserve System
Defense Logistics Agency (**Defense**)
Departmental Offices (**Treasury**)
Economic Affairs (**Commerce**)
Export-Import Bank of the United States
Farm Credit Administration (**Agriculture**)
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
Federal Retirement Thrift Investment Board
Financial Management Service (**Treasury**)
General Accounting Office
International Trade Administration (**Commerce**)
National Credit Union Administration
Office of the Comptroller of the Currency (**Treasury**)
Office of the Secretary (**Commerce**)
Office of Thrift Supervision (**Treasury**)
Rural Electrification Administration (**Agriculture**)
Securities and Exchange Commission
Small Business Administration
State, Department of
Travel and Tourism Administration (**Commerce**)
U.S. Postal Service

FINANCIAL MANAGEMENT

Economic Development Administration (**Commerce**)
Minority Business Development Agency (**Commerce**)
Navy (**Defense**)
St. Lawrence Seaway Development (**Transportation**)

FINE ARTS

Smithsonian Institution

FIRE PREVENTION ENGINEERING

National Institute of Standards and Technology (**Commerce**)

FIRE SCIENCE

Navy (**Defense**)

FISHERY BIOLOGY

Forest Service (**Agriculture**)
National Oceanic and Atmospheric Administration (**Commerce**)

FOOD ENGINEERING

Agricultural Research Service (**Agriculture**)

FOOD TECHNOLOGY (FOOD SCIENCE)

Agricultural Marketing Service (**Agriculture**)
Agricultural Research Service (**Agriculture**)
Food Safety and Inspection Service (**Agriculture**)

FOREIGN AFFAIRS (FOREIGN POLICY)

Bureau of Export Administration (**Commerce**)
U.S. Information Agency

FOREIGN AREA STUDIES

Defense Intelligence Agency (**Defense**)

FORESTRY

Bureau of Land Management (**Interior**)
Defense Mapping Agency (**Defense**)
Forest Service (**Agriculture**)
International Trade Commission
National Park Service (**Interior**)
U.S. Customs Service (**Treasury**)

GENERAL ADMINISTRATION

Energy, Department of
Navy (**Defense**)

GENETICS

Agricultural Research Service (**Agriculture**)

GEOCHEMICAL ENGINEERING

Nuclear Regulatory Commission

GEODESY

Defense Mapping Agency (**Defense**)
National Oceanic and Atmospheric Administration (**Commerce**)

GEOGRAPHY (GENERAL GEOGRAPHY, PHYSICAL GEOGRAPHY)

Bureau of the Census (**Commerce**)
Bureau of Land Management (**Interior**)
Defense Intelligence Agency (**Defense**)
Defense Mapping Agency (**Defense**)
Environmental Protection Agency
U.S. Customs Service (**Treasury**)
U.S. Information Agency

GEOLOGY (GEOLOGY SCIENCES)

Bureau of Land Management (**Interior**)
Bureau of Reclamation (**Interior**)
Defense Mapping Agency (**Defense**)
Environmental Protection Agency
Forest Service (**Agriculture**)
Minerals Management Service (**Interior**)
U.S. Customs Service (**Treasury**)
U.S. Geological Survey (**Interior**)

GEOPHYSICS
Defense Mapping Agency **(Defense)**
Minerals Management Service **(Interior)**

GEOPHYSIOLOGY
U.S. Geological Survey **(Interior)**

GOVERNMENT
National Archives and Records Administration
Navy **(Defense)**

HEALTH PHYSICS
Nuclear Regulatory Commission

HEALTH SCIENCES
Consumer Product Safety Commission

HEALTH SERVICES MANAGEMENT
Health Care Financing Administration **(Health and Human Services)**

HISTOPATHOLOGY
Navy **(Defense)**

HISTORY
Drug Enforcement Administration **(Justice)**
National Endowment for the Humanities
National Park Service **(Interior)**
Smithsonian Institution
U.S. Customs Service **(Treasury)**
U.S. Information Agency

HISTORY AND CRITICISM OF THE ARTS
National Endowment for the Humanities

HOME ECONOMICS
Food and Nutrition Service **(Agriculture)**

HORTICULTURE
Agricultural Marketing Service **(Agriculture)**

HOSPITAL ADMINISTRATION
Veterans Affairs, Department of

HYDROLOGY
Bureau of Land Management **(Interior)**
Bureau of Reclamation **(Interior)**
Environmental Protection Agency
Forest Service **(Agriculture)**
National Oceanic and Atmospheric Administration **(Commerce)**
Office of Surface Mining Reclamation and Enforcement **(Interior)**

HYDROGEOLOGICAL ENGINEERING (GEOMORPHOLOGICAL, GEOTECHNICAL)
Nuclear Regulatory Commission

ILLUSTRATION
Veterans Affairs, Department of

INDUSTRIAL ARTS
State, Department of

INDUSTRIAL ECONOMICS
International Trade Administration **(Commerce)**

INDUSTRIAL ENGINEERING
Bureau of Engraving and Printing **(Treasury)**
Defense Mapping Agency **(Defense)**
International Trade Commission
National Aeronautics and Space Administration
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
Small Business Administration
U.S. Postal Service

INDUSTRIAL HYGIENE
Navy **(Defense)**
Occupational Safety and Health Administration **(Labor)**

INDUSTRIAL MANAGEMENT
Navy **(Defense)**
Small Business Administration

INDUSTRIAL RELATIONS
Army Finance and Accounting Center **(Defense)**
International Trade Administration **(Commerce)**
National Labor Relations Board
Small Business Administration
U.S. Customs Service **(Treasury)**

INDUSTRIAL TECHNOLOGY
Defense Logistics Agency **(Defense)**

INFORMATION MANAGEMENT
Savings Bonds Division **(Treasury)**

INFORMATION SCIENCE
Library of Congress

INTERIOR DESIGN
Veterans Affairs, Department of

INTERNATIONAL BUSINESS
Bureau of Export Administration **(Commerce)**
International Trade Administration **(Commerce)**

INTERNATIONAL ECONOMICS
International Trade Administration **(Commerce)**
International Trade Commission

INTERNATIONAL RELATIONS (INTERNATIONAL AFFAIRS)
Bureau of Export Administration **(Commerce)**
Library of Congress
U.S. Information Agency
Voice of America **(U.S. Information Agency)**

INTERNATIONAL TRADE

Bureau of Export Administration **(Commerce)**
International Trade Administration **(Commerce)**

JURISPRUDENCE

National Endowment for the Humanities

JOURNALISM

Agriculture, Department of
Federal Trade Commission
Labor, Department of
National Archives and Records Administration
Navy **(Defense)**
Savings Bonds Division **(Treasury)**
Small Business Administration
U.S. Information Agency
Voice of America **(U.S. Information Agency)**

LABOR RELATIONS

National Labor Relations Board
Small Business Administration
U.S. Customs Service **(Treasury)**

LANDSCAPE ARCHITECTURE

Forest Service **(Agriculture)**

LAND SURVEYING

Bureau of Land Management **(Interior)**

LANGUAGE STUDIES

Voice of America **(U.S. Information Agency)**

LANGUAGES (GENERAL)

Drug Enforcement Administration **(Justice)**
National Endowment for the Humanities

LAW

Administrative Office of the U.S. Courts
Agency for International Development
Board of Governors of the Federal Reserve System
Bureau of Land Management **(Interior)**
Commission on Civil Rights
Commodity Futures Trading Commission
Drug Enforcement Administration **(Justice)**
Equal Employment Opportunity Commission
Executive Office of the President
Federal Aviation Administration **(Transportation)**
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Emergency Management Agency
Federal Maritime Commission
Federal Railroad Administration **(Transportation)**
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Interior, Department of the
International Trade Commission
Labor, Department of
Library of Congress
Maritime Administration **(Transportation)**
Merit Systems Protection Board
National Highway Traffic Safety Administration **(Transportation)**
National Labor Relations Board
Navy **(Defense)**
Office of Attorney Personnel Management **(Justice)**
Office of the Secretary **(Commerce) (Health and Human Services)**
Office of the Solicitor **(Labor)**
Office of Thrift Supervision **(Treasury)**
Patent and Trademark Office **(Commerce)**
Securities and Exchange Commission
Small Business Administration
State, Department of
Transportation, Department of
Commission on Civil Rights
U.S. Postal Service
Veterans Affairs, Department of

LAW ENFORCEMENT

Bureau of Export Administration **(Commerce)**
Bureau of Prisons **(Justice)**
Federal Law Enforcement Training Center **(Treasury)**
Justice, Department of
Navy **(Defense)**
Office of Inspector General **(Commerce) (Health and Human Services) (Labor)**
Secret Service **(Treasury)**
U.S. Customs Service **(Treasury)**

LIBERAL ARTS

Administrative Office of the U.S. Courts
Agriculture, Department of
Bureau of Indian Affairs **(Interior)**
Bureau of Land Management **(Interior)**
Consumer Product Safety Commission
Education, Department of
Federal Retirement Thrift Investment Board
General Services Administration
Health Care Financing Administration **(Health and Human Services)**
Interior, Department of the
Justice, Department of
National Highway Traffic Safety Administration **(Transportation)**
National Park Service **(Interior)**
National Science Foundation
Navy **(Defense)**
Office of the Secretary **(Commerce)**
Patent and Trademark Office **(Commerce)**
Research and Special Programs Administration **(Transportation)**
Savings Bonds Division **(Treasury)**
Transportation, Department of
U.S. Customs Service **(Treasury)**
U.S. Fish and Wildlife Service **(Interior)**

LIBRARY SCIENCE

Army Materiel Command **(Defense)**
Executive Office of the President
Government Printing Office
International Trade Commission
Library of Congress

National Technical Information Service **(Commerce)**
Navy **(Defense)**
Patent and Trademark Office **(Commerce)**
Smithsonian Institution
Veterans Affairs, Department of

LIFE SCIENCES
Drug Enforcement Administration **(Justice)**

LINGUISTICS
National Endowment for the Humanities

LITERATURE
Labor, Department of
National Endowment for the Humanities

LOGISTICS MANAGEMENT
Defense Mapping Agency **(Defense)**
Navy **(Defense)**
U.S. Customs Service **(Treasury)**

MANAGEMENT
Bureau of Export Administration **(Commerce)**
Economic Affairs **(Commerce)**
Federal Trade Commission
State, Department of

MANAGEMENT INFORMATION SYSTEMS
Board of Governors of the Federal Reserve System
Defense Intelligence Agency **(Defense)**
Defense Mapping Agency **(Defense)**
Financial Management Service **(Treasury)**
General Accounting Office
Health Care Financing Administration **(Health and Human Services)**
Office of Personnel Management
Office of Thrift Supervision **(Treasury)**

MANUAL ARTS THERAPY
Veterans Affairs, Department of

MARITIME STUDIES
Drug Enforcement Administration **(Justice)**

MARKETING
Bureau of Export Administration **(Commerce)**
Federal Deposit Insurance Corporation
Federal Retirement Thrift Investment Board
International Trade Administration **(Commerce)**
International Trade Commission
Minority Business Development Agency **(Commerce)**
National Technical Information Service **(Commerce)**
Navy **(Defense)**
Savings Bonds Division **(Treasury)**
Travel and Tourism Administration **(Commerce)**
U.S. Mint **(Treasury)**

MATERIALS ENGINEERING
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
Nuclear Regulatory Commission

MATHEMATICS
Army Military District of Washington **(Defense)**
Bureau of Labor Statistics **(Labor)**
Defense Logistics Agency **(Defense)**
Defense Mapping Agency **(Defense)**
Drug Enforcement Administration **(Justice)**
Economics Management Staff **(Agriculture)**
Employment and Training Administration **(Labor)**
Health Care Financing Administration **(Health and Human Services)**
Justice, Department of
Library of Congress
National Aeronautics and Space Administration
National Highway Traffic Safety Administration **(Transportation)**
National Institute of Standards and Technology **(Commerce)**
National Oceanic and Atmospheric Administration **(Commerce)**
National Security Agency
National Technical Information Service **(Commerce)**
Navy **(Defense)**
U.S. Customs Service **(Treasury)**

MECHANICAL ENGINEERING
Army Corps of Engineers **(Defense)**
Army Materiel Command **(Defense)**
Bureau of Engraving and Printing **(Treasury)**
Drug Enforcement Administration **(Justice)**
Energy, Department of
Federal Aviation Adminstration
General Services Administration
International Trade Commission
National Aeronautics and Space Administration
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
Nuclear Regulatory Commission
Patent and Trademark Office **(Commerce)**
Tennessee Valley Authority
U.S. Postal Service

MEDICAL RECORDS TECHNOLOGY
Navy **(Defense)**

MEDICAL TECHNOLOGY
Navy **(Defense)**
Veterans Affairs, Department of

MEDICINE
Agency for Toxic Substances and Disease Registry **(Health and Human Services)**
Alcohol, Drug Abuse and Mental Health Administration **(Health and Human Services)**
Bureau of Prisons **(Justice)**
Food and Drug Administration **(Health and Human Services)**
Indian Health Service **(Health and Human Services)**
National Institutes of Health **(Health and Human Services)**
Navy **(Defense)**

METALLURGY
International Trade Commission
National Institute of Standards and Technology **(Commerce)**
Navy **(Defense)**
Nuclear Regulatory Commission

METEOROLOGY
Defense Mapping Agency **(Defense)**
National Oceanic and Atmospheric Administration **(Commerce)**

MICROBIAL GENETICS
Agricultural Research Service **(Agriculture)**

MICROBIOLOGY
Animal and Plant Health Inspection Service **(Agriculture)**
Agricultural Research Service **(Agriculture)**
Food Safety and Inspection Service **(Agriculture)**
Navy **(Defense)**
Patent and Trademark Office **(Commerce)**
Veterans Affairs, Department of

MILITARY SCIENCE
Drug Enforcement Administration **(Justice)**
Federal Emergency Management Agency
Navy **(Defense)**
U.S. Customs Service **(Treasury)**

MINERAL ECONOMICS
International Trade Commission

MOLECULAR BIOLOGY
Agricultural Research Service **(Agriculture)**

NATURAL RESOURCE MANAGEMENT
Army Corps of Engineers **(Defense)**

NAUTICAL SCIENCE
Defense Mapping Agency **(Defense)**

NAVAL ARCHITECTURE
Maritime Administration **(Transportation)**

NAVAL ENGINEERING
Navy **(Defense)**

NAVIGATION
Defense Mapping Agency **(Defense)**

NEAR EASTERN LANGUAGES
National Security Agency

NUCLEAR ENGINEERING
Energy, Department of
Navy **(Defense)**
Nuclear Regulatory Commission
Tennessee Valley Authority

NURSING (PRACTICAL, VOCATIONAL)
Navy **(Defense)**

NURSING (PROFESSIONAL)
Bureau of Prisons **(Justice)**
Government Printing Office
Indian Health Service **(Health and Human Services)**
National Institutes of Health **(Health and Human Services)**
Navy **(Defense)**
Veterans Affairs, Department of

NUTRITION
Food and Nutrition Service **(Agriculture)**
Veterans Affairs, Department of

OCCUPATIONAL HEALTH MANAGEMENT
Navy **(Defense)**

OCCUPATIONAL THERAPY
Veterans Affairs, Department of

OCEAN ENGINEERING
Navy **(Defense)**

OCEANOGRAPHY (GENERAL OCEANOGRAPHY, GEOLOGICAL OCEANOGRAPHY, PHYSICAL OCEANOGRAPHY)
Defense Mapping Agency **(Defense)**
National Oceanic and Atmospheric Administration **(Commerce)**
Navy **(Defense)**

OPERATIONS RESEARCH
Energy, Department of

ORTHOTICS
Veterans Affairs, Department of

PAPER CONSERVATION
National Archives and Records Administration

PARALEGAL STUDIES
Executive Office for U.S. Attorneys **(Justice)**
Federal Trade Commission
Justice, Department of

PARK AND RECREATION MANAGEMENT
Army Corps of Engineers

PERSONNEL (HUMAN RESOURCES MANAGEMENT, PERSONNEL ADMINISTRATION, PERSONNEL MANAGEMENT)
Army Finance and Accounting Center **(Justice)**
Financial Management Service **(Treasury)**
National Labor Relations Board
Navy **(Defense)**
Office of Personnel Management
Small Business Administration
U.S. Customs Service **(Treasury)**
U.S. Marshals Service **(Justice)**

PHARMACOLOGY
Drug Enforcement Administration **(Justice)**
Environmental Protection Agency

PHARMACY
Drug Enforcement Administration **(Justice)**
Navy **(Defense)**
Veterans Affairs, Department of

PHILOSOPHY
National Endowment for the Humanities

PHOTO GRAMMETRY
Defense Mapping Agency **(Defense)**

PHOTO INTERPRETATION
Defense Mapping Agency **(Defense)**

PHOTOGRAPHY
Drug Enforcement Administration **(Justice)**
Federal Bureau of Investigation **(Justice)**

PHYSICAL EDUCATION
Veterans Affairs, Department of

PHYSICAL SCIENCES
Bureau of Land Management **(Interior)**
Bureau of Mines **(Interior)**
Bureau of Reclamation **(Interior)**
Defense Logistics Agency **(Defense)**
Drug Enforcement Administration **(Justice)**
Environmental Protection Agency
Library of Congress
National Institute of Standards and Technology **(Commerce)**
National Park Service **(Interior)**
Navy **(Defense)**
U.S. Customs Service **(Treasury)**
U.S. Geological Survey **(Interior)**

PHYSICAL THERAPY
Veterans Affairs, Department of

PHYSICS
Defense Mapping Agency **(Defense)**
Federal Bureau of Investigation **(Justice)**
National Aeronautics and Space Administration
National Archives and Records Administration
National Institute of Standards and Technology **(Commerce)**
National Oceanic and Atmospheric Administration **(Commerce)**
Navy **(Defense)**
Patent and Trademark Office **(Commerce)**
State, Department of

PLANT PATHOLOGY
Animal and Plant Health Inspection Service **(Agriculture)**
Forest Service **(Agriculture)**

PLANT PHYSIOLOGY
Agricultural Research Service **(Agriculture)**

POLICE SCIENCE (POLICE ADMINISTRATION)
Federal Law Enforcement Training Center **(Treasury)**
Navy **(Defense)**
U.S. Customs Service **(Treasury)**
U.S. Marshals Service **(Justice)**

POLISH
Federal Bureau of Investigation **(Justice)**

POLITICAL SCIENCE
Agriculture, Department of
Defense Logistics Agency **(Defense)**
Drug Enforcement Administration **(Justice)**
Education, Department of
Environmental Protection Agency
Federal Trade Commission
General Accounting Office
Justice, Department of
Library of Congress
National Archives and Records Administration
National Labor Relations Board
Navy **(Defense)**
Small Business Administration
U.S. Customs Service **(Treasury)**
U.S. Information Agency

PORTUGUESE
Drug Enforcement Agency **(Justice)**

POULTRY SCIENCE
Agricultural Marketing Service **(Agriculture)**

PRINTING MANAGEMENT
Government Printing Office

PROCUREMENT
Financial Management Service **(Treasury)**

PRODUCTION MANAGEMENT
Navy **(Defense)**

PSYCHIATRY
Bureau of Prisons **(Justice)**

PROGRAM ANALYSIS
Energy, Department of

PROSTHETICS
Veterans Affairs, Department of

PSYCHOLOGY
Alcohol, Drug Abuse and Mental Health Administration **(Health and Human Services)**
Army Finance and Accounting Center **(Defense)**
Navy **(Defense)**
Small Business Administration
U.S. Customs Service **(Treasury)**
U.S. Postal Service
Veterans Affairs, Department of

PUBLIC ADMINISTRATION

Army Finance and Accounting Center **(Defense)**
Bureau of Export Administration **(Commerce)**
Defense Logistics Agency **(Defense)**
Environmental Protection Agency
Executive Office of the President
Federal Emergency Management Agency
Federal Trade Commission
General Accounting Office
General Services Administration
Health Care Financing Administration **(Health and Human Services)**
Housing and Urban Development, Department of
National Labor Relations Board
National Science Foundation
Navy **(Defense)**
Office of Inspector General **(Transportation)**
Office of Personnel Management
Research and Special Programs Administration **(Transportation)**
Selective Service System
Small Business Administration
Transportation, Department of
Urban Mass Transportation Administration **(Transportation)**
U.S. Customs Service **(Treasury)**
U.S. Marshals Service **(Justice)**

PUBLIC AFFAIRS

Agriculture, Department of

PUBLIC HEALTH

Health Care Financing Administration **(Health and Human Services)**
U.S. Customs Service **(Treasury)**

PUBLIC POLICY

Executive Office of the President
Library of Congress
Minority Business Development Agency **(Commerce)**

PUSHTU

Drug Enforcement Administration **(Justice)**

PUBLIC UTILITIES

Energy, Department of

PURCHASING

Navy **(Defense)**

RADIO AND TELEVISION

Voice of America **(U.S. Information Agency)**

RADIO TELEPHONY

State, Department of

RANGE CONSERVATION (RANGE MANAGEMENT)

Forest Service **(Agriculture)**
Soil Conservation Service **(Agriculture)**

RECREATION THERAPY

Veterans Affairs, Department of

REMOTE SENSING

Defense Intelligence Agency **(Defense)**
Defense Mapping Agency **(Defense)**

RESPIRATORY THERAPY

Navy **(Defense)**
Veterans Affairs, Department of

RUSSIAN

Federal Bureau of Investigation **(Justice)**

SAFETY ENGINEERING

Navy **(Defense)**

SCIENCE (ANY SCIENCE, GENERAL SCIENCE)

Agency for Toxic Substances and Disease Registry **(Health and Human Services)**
Agriculture, Department of
Centers for Disease Control **(Health and Human Services)**
Food and Drug Administration **(Health and Human Services)**
Minerals Management Service **(Interior)**
National Institutes of Health **(Health and Human Services)**
National Science Foundation
Smithsonian Institution
State, Department of

SECRETARIAL STUDIES (SECRETARIAL SCIENCE)

Federal Emergency Management Agency
Federal Trade Commission
Navy **(Defense)**

SECURITY ADMINISTRATION

Defense Mapping Agency **(Defense)**
Energy, Department of

SLAVIC LANGUAGES

National Security Agency **(Defense)**

SOCIAL SCIENCE

Commission on Civil Rights
Employment and Training Administration **(Labor)**
General Accounting Office
Health Care Financing Administration **(Health and Human Services)**
Library of Congress
National Endowment for the Humanities
Office of Human Development Services **(Health and Human Services)**
Office of Justice Programs **(Justice)**

SOCIAL WORK
Alcohol, Drug Abuse and Mental Health Administration (**Health and Human Services**)
Bureau of Indian Affairs (**Interior**)
Bureau of Prisons (**Justice**)
Navy (**Defense**)
Veterans Affairs, Department of

SOCIOLOGY
Agriculture, Department of
Alcohol, Drug Abuse and Mental Health Administration (**Health and Human Services**)
Drug Enforcement Administration (**Justice**)
Environmental Protection Agency
U.S. Customs Service (**Treasury**)
U.S. Information Agency

SOIL SCIENCE (SOIL CONSERVATION)
Defense Mapping Agency (**Defense**)
Forest Service (**Agriculture**)
Soil Conservation Service (**Agriculture**)

SPACE SCIENCE
Navy (**Defense**)

SPANISH
Drug Enforcement Administration (**Justice**)
Federal Bureau of Investigation (**Justice**)

SPEECH PATHOLOGY
Veterans Affairs, Department of

STATISTICS
Army Military District of Washington (**Defense**)
Bureau of the Census (**Commerce**)
Bureau of Economic Analysis (**Commerce**)
Bureau of Labor Statistics (**Labor**)
Commission on Civil Rights
Defense Logistics Agency (**Defense**)
Economics Management Staff (**Agriculture**)
Executive Office of the President
Office of Justice Programs (**Justice**)
Travel and Tourism Administration (**Commerce**)
U.S. Customs Service (**Treasury**)
Veterans Affairs, Department of

SYSTEMS MANAGEMENT
State, Department of

SURVEYING
Defense Mapping Agency (**Defense**)

TECHNICAL WRITING
Navy (**Defense**)

TELECOMMUNICATIONS
U.S. Customs Service (**Treasury**)

TEXTILE TECHNOLOGY
International Trade Commission

TOXICOLOGY
Drug Enforcement Administration (**Justice**)

TRANSPORTATION
Military Traffic Management Command (**Defense**)
Urban Mass Transportation Administration (**Transportation**)

TRANSPORTATION ENGINEERING
Federal Highway Administration (**Transportation**)

TV PRODUCTION
U.S. Information Agency

URBAN PLANNING
Federal Emergency Management Agency

URDU
Drug Enforcement Administration (**Justice**)

VETERINARY MEDICINE
Food and Drug Administration (**Health and Human Services**)
Food Safety and Inspection Service (**Agriculture**)

VETERINARY SCIENCE
Animal and Plant Health Inspection Service (**Agriculture**)

WILDLIFE BIOLOGY
Forest Service (**Agriculture**)

ALPHABETIC LISTING OF MAJORS /AREAS OF STUDY

-A-

Accounting
Actuarial Science
ADP
Adult Education and Training
Advertising
Aeronautical Engineering
Aeronautics
Aerospace Engineering
Agribusiness Management
Agricultural Business
Agricultural Economics
Agricultural Engineering
Agricultural Finance
Agricultural Management
Agriculture (General)
Agronomy
Airway Science
All Majors
American History
American Studies
Animal Health Technology
Animal Husbandry
Animal Science
Anthropology
Archaeology
Architectural Engineering
Architecture
Area Studies
Art (Design)
Art History
Asian Languages
Astronautical Engineering
Astronautics
Astronomy
Audiology
Auditing

-B-

Bank Law
Banking
Biological Lab Technology
Biological Sciences
Biology
Botany
Broadcasting
Budget Analysis
Budgeting (Governmental)
Business (General Business)
Business Administration
Business Law
Business Management

-C-

Cartography
Ceramic Engineering
Chemical Engineering
Chemistry
Chinese
Civil Engineering
Clinical Psychology
Commerce
Commercial Law
Communications
Communications (Visual)
Community Planning
Comparative Religion
Computer and Information Systems
Computer Engineering
Computer Science
Conservation
Contracting
Corrections
Corrective Therapy
Counseling Psychology
Creative Arts Therapy
Creative Writing
Credit
Criminal Investigation
Criminal Justice (Criminology)
Cryptography
Cryptology
Cultural Anthropology
Cytotechnology

-D-

Data Management
Data Processing
Dental Hygiene
Dentistry
Dietetics

-E-

Earth Science
Economics
Education
Educational Therapy
Electrical Engineering
Electronics
Electronics Engineering
Electronics Technology
Engineering (General)
Engineering Psychology
Engineering Technology
English
Entomology
Environmental Engineering
Environmental Science
(Environmental Studies)
Ethics

-F-

Film and Drama
Finance
Financial Management
Fine Arts
Fire Prevention Engineering
Fire Science
Fishery Biology
Food Engineering
Food Technology (Food Science)
Foreign Affairs (Foreign Policy)
Foreign Area Studies
Forestry

-G-

General Administration
Genetics
Geochemical Engineering
Geodesy
Geography (General Geography, Physical Geography)
Geology (Geology Sciences)
Geophysics
Geophysiology
Government

-H-

Health Physics
Health Sciences
Health Services Management
Histopathology
History
History and Criticism of the Arts
Home Economics
Horticulture
Hospital Administration
Hydrology
Hydrogeological Engineering (Geomorphological, Geotechnical)

-I-

Illustration
Industrial Arts
Industrial Economics
Industrial Engineering
Industrial Hygiene
Industrial Management
Industrial Relations
Industrial Technology
Information Management
Information Science
Interior Design
International Business
International Economics
International Relations (International Affairs)
International Trade

-J-

Jurisprudence
Journalism

-L-

Labor Relations
Landscape Architecture
Land Surveying
Language Studies
Languages (General)
Law
Law Enforcement
Liberal Arts
Library Science

Life Sciences
Linguistics
Literature
Logistics Management

-M-

Management
Management Information Systems
Manual Arts Therapy
Maritime Studies
Marketing
Materials Engineering
Mathematics
Mechanical Engineering
Medical Records Technology
Medical Technology
Medicine
Metallurgy
Meteorology
Microbial Genetics
Microbiology
Military Science
Mineral Economics
Molecular Biology

-N-

Natural Resource Management
Nautical Science
Naval Architecture
Naval Engineering
Navigation
Near Eastern Languages
Nuclear Engineering
Nursing (Practical, Vocational)
Nursing (Professional)
Nutrition

-O-

Occupational Health Management
Occupational Therapy
Ocean Engineering
Oceanography (General Oceanography, Geological Oceanography, Physical Oceanography)
Operations Research
Orthotics

-P-

Paper Conservation
Paralegal Studies
Park and Recreation Management
Personnel (Human Resources Management, Personnel Administration, Personnel Management)
Pharmacy
Pharmacology
Philosophy
Photo Grammetry
Photo Interpretation
Photography
Physical Education
Physical Sciences
Physical Therapy
Physics
Plant Pathology
Plant Physiology
Police Science (Police Administration)
Polish
Political Science
Portuguese
Poultry Science
Printing Management
Procurement
Production Management
Psychiatry
Program Analysis
Prosthetics
Psychology
Public Administration
Public Affairs
Public Health
Public Policy
Pushtu
Public Utilities
Purchasing

-R-

Radio and Television
Radio Telephony
Range Conservation (Range Management)
Recreation Therapy
Remote Sensing
Resource Management
Respiratory Therapy
Russian

-S-

Safety Engineering
Science (Any Science, General Science)
Secretarial Studies (Secretarial Science)
Security Administration
Social Science
Social Work
Sociology
Soil Science (Soil Conservation)
Slavic Languages
Space Science
Spanish
Speech Pathology
Statistics
Systems Management
Surveying

-T-

Technical Writing
Telecommunications
Textile Technology
Toxicology
Transportation
Transportation Engineering
TV Production

-U-

Urban Planning
Urdu

-V-

Veterinary Medicine
Veterinary Science

-W-

Wildlife Biology

How To Apply For Federal Employment

Since the Federal Government is not a single organization, but rather hundreds of different organizations, the way you go about applying for a Federal position will vary depending upon the kind of job you want and where you want to work. In addition, it will be important that you understand the U.S. Office of Personnel Management's organizational structure as it applies to the employment process. This will ensure that you are contacting the proper office for the information you want.

How the U.S. Office of Personnel Management is Organized

The Office of Personnel Management (OPM) is organized as follows: the Central Office or Headquarters located in Washington, DC; five Regional Offices, and the Washington Area Service Center (WASC) that solely serves the Federal agencies in the DC metropolitan area, Atlantic overseas and in certain instances, worldwide; Area Offices; and the Federal Job Information Centers. (A description of each organizational entity follows.)

Central Office or Headquarters. This office is the government's central personnel agency responsible for establishing Federal personnel policies and for providing leadership and policy guidance to the other Federal agencies and departments. The policy tasks of OPM include: recruiting and examining, executive development, training, job classification, personnel investigations, evaluations of agency personnel programs and pay administration. OPM also negotiates and administers Federal employee retirement and insurance programs and provides primary leadership in the areas of labor relations and affirmative action. The Office of Personnel Management, formerly the U.S. Civil Service Commission, was created as an independent agency on January 1, 1979.

The Director of OPM is the President's chief advisor on personnel policies governing civilian employment in Executive Branch agencies and in certain agencies of the Legislative and Judicial Branches. The agency maintains strict oversight to ensure that all personnel actions comply with Civil Service laws and regulations and that the merit system for selection and promotion is preserved at all times. The Central Office maintains five Regional Offices and WASC to carry out OPM programs in the field.

Regional Office. Each Regional Office and the Washington Area Service Center is headed by a Director. The Director ensures that OPM programs and policies are carried out in the Region taking into consideration regional needs. Each Region is composed of six or more Area Offices which are responsible for day-to-day personnel services and activities. (Addresses for the five Regional Offices and the Washington Area Service Center begin on Page 252.)

Area Office. Each Area Office is an operational entity under the jurisdiction of a Regional Office. It is primarily responsible for providing job information and recruiting and examining activities in the geographic area in which it is located. (Beginning on Page 252, you will find a listing of the addresses and telephone numbers for OPM's Area Offices and Federal Job Information Centers.)

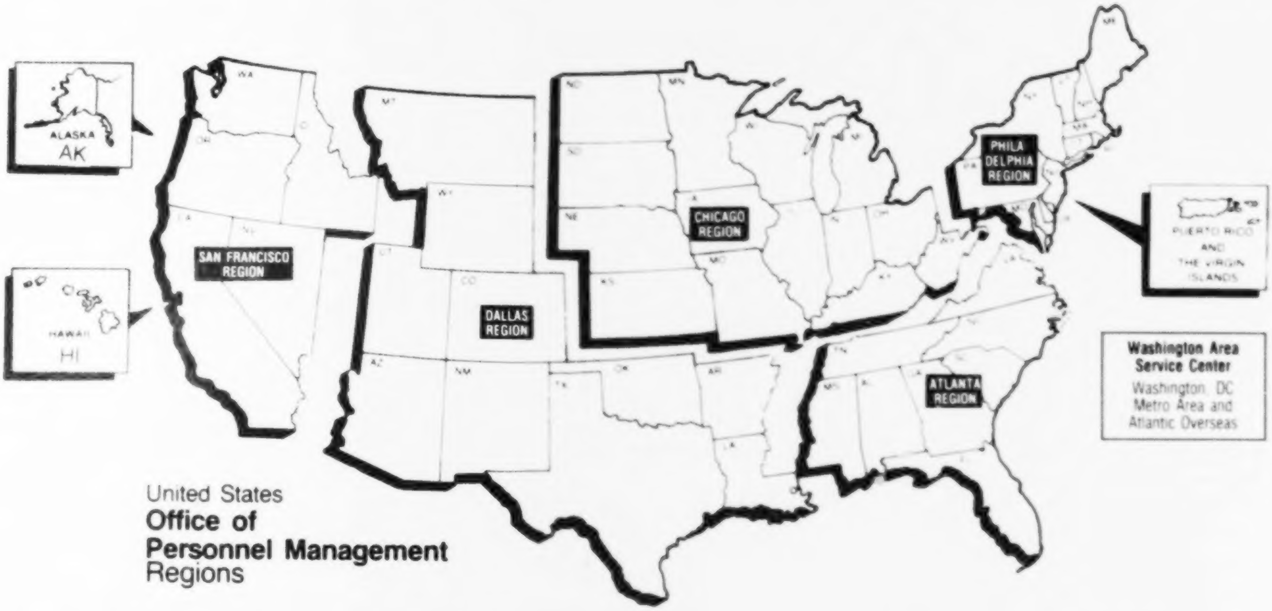
Federal Job Information Center (FJIC). A FJIC is generally located within an Area Office. The primary function of these Centers is to provide assistance to anyone interested in Federal employment. FJICs provide job information and application forms; tell you what applications are being accepted, how to apply and where to apply for jobs; and refer you to testing sites or employing agencies. Some FJICs are "self service" and provide no counseling help, while others have Information Specialists available to provide one-on-one assistance. (Beginning on Page 252, you will find a listing of the addresses and telephone numbers for OPM's Area Offices and Federal Job Information Centers.)

OPM Central Office, Washington, D.C.

Tony Jackson Photo

OFFICE OF PERSONNEL MANAGEMENT
AREA OFFICES AND FEDERAL JOB INFORMATION CENTERS

Applicants should contact the Area Office or Federal Job Information Center nearest the location where they desire work for information on career and employment opportunities in that area and the necessary application forms. (When writing for Federal job information, please include Office of Personnel Management in your mailing address.)


ALASKA
AK
HAWAII
HI
SAN FRANCISCO REGION
DALLAS REGION
CHICAGO REGION
PHILA DELPHIA REGION
ATLANTA REGION
PUERTO RICO AND THE VIRGIN ISLANDS
Washington Area Service Center
Washington, DC Metro Area and Atlantic Overseas

United States
Office of
Personnel Management
Regions

ATLANTA REGION

Office of Personnel Management
75 Spring Street, SW
Atlanta, GA 30303-3109

Alabama
Bldg. 600, Suite 347
3322 Memorial Pkwy., So.
Huntsville, AL 35801-5351
(205) 544-5803

Florida
Commodore Bldg, Suite 125
3444 McCrory Pl.
Orlando, FL 32803-3701
(407) 648-6148

Georgia
Richard B. Russell Federal Bldg., Rm. 960
75 Spring St., S.W.
Atlanta, GA 30303-3309
(404) 331-4315

Mississippi
(See Alabama listing.)

North Carolina
P.O. Box 25069
4505 Falls of the Neuse Rd.
Suite 445
Raleigh, NC 27611-5069
(919) 856-4361

South Carolina
(See North Carolina listing.)

Tennessee
200 Jefferson Ave.
Suite 1312
Memphis, TN 38103-2335
(901) 521-3956

Virginia
Federal Bldg., Room 220
200 Granby Street
Norfolk, VA 23510-1886
(804) 441-3355

CHICAGO REGION

Office of Personnel Management
John C. Kluczynski Building
230 South Dearborn Street
Chicago, IL 60604-1687

Illinois
175 W. Jackson Blvd.
Rm. 530
Chicago, IL 60604
(312) 353-6192

(In Madison and St. Clair Counties [East St. Louis area], see St. Louis, MO, listing.)

Indiana
575 N. Pennsylvania St.
Indianapolis, IN 46204
(317) 226-7161

(In Clark, Dearborn and Floyd Counties, see Ohio listing.)

Iowa
(See Kansas City, MO, listing and dial (816) 426-7757.)

(In Scott County, see Illinois listing. In Pottawattamie County, see Kansas listing.)

Kansas
120 S. Market St., Rm. 101
Wichita, KS 67202
(316) 269-6794

(In Johnson, Leavenworth and Wyandotte Counties, see Kansas City, MO, listing.)

Kentucky

(See Ohio listing.)
(In Henderson County, see Indiana listing.)

Michigan

477 Michigan Ave.
Rm. 565
Detroit, MI 48226
(313) 226-6950

Minnesota

Federal Building, Rm. 501
Ft. Snelling
Twin Cities, MN 55111
(612) 725-3430

Missouri

Federal Bldg., Rm. 134
601 E. 12th St.
Kansas City, MO 64106
(816) 426-5702

(For counties west of and including: Mercer, Grundy, Livingston, Carroll, Saline, Pettis, Benton, Hickory, Dallas, Webster, Douglas and Ozark.)

St. Louis
Old Post Office Bldg.
815 Olive St., Rm. 400
St. Louis, MO 63101
(314) 539-2285

(For all other Missouri counties not listed under Kansas City, MO.)

Nebraska

(See Kansas listing.)

North Dakota

(See Minnesota listing.)

Ohio

200 W. Second St., Rm. 506
Dayton, OH 45402
(513) 225-2720

(For counties north of and including: Van Wert, Auglaize, Hardin, Marion, Crawford, Richland, Ashland, Wayne, Stark, Carroll and Columbiana, see Michigan listing.)

South Dakota

(See Minnesota listing.)

West Virginia

(See Ohio listing and dial (513) 225-2866.)

Wisconsin

(In the counties of Grant, Iowa, Lafayette, Dane, Green, Rock, Jefferson, Walworth, Waukesha, Racine, Kenosha and Milwaukee, see Illinois listing and dial (312) 353-6189.)

(For all other Wisconsin counties, see Minnesota listing.)

DALLAS REGION

Office of Personnel Management
1100 Commerce
Dallas, TX 75250

Arizona

U.S. Postal Service Bldg.
Room 120
522 N. Central Ave.
Phoenix, AZ 85004
(602) 261-4736

Arkansas

(See Oklahoma listing.)

Colorado

(Mail only)
P.O. Box 25167
Denver, CO 89225
(Located at
12345 W. Alameda Pkwy.,
Lakewood, CO)
(303) 236-4160/61

For job information (24 hrs/day) in the following states, dial:

Montana: (303) 236-4162
Utah: (303) 236-4165
Wyoming: (303) 236-4166

Louisiana

1515 Poydras St.
Suite 600
New Orleans, LA 70130
(504) 589-2764

Montana

(See Colorado listing.)

New Mexico

Federal Building
421 Gold Ave., S.W.
Albuquerque, NM 87102
(505) 766-5583

(In Dona Ana and Otero Counties in NM and El Paso County in TX, dial (505) 766-1893.)

Oklahoma

(Mail or phone only)
200 N.W. Fifth St.
2nd Floor
Oklahoma City, OK 73102
(405) 231-4948

Texas

(Mail or phone only)
Rm. 6B12, 1100 Commerce St.
Dallas, TX 75242
(214) 767-8035

San Antonio
(Mail or phone only)
8610 Broadway, Rm. 305
San Antonio, TX 78217
(512) 229–6611/6600

Utah

(See Colorado listing.)

Wyoming

(See Colorado listing.)

PHILADELPHIA REGION

Office of Personnel Management
Federal Building
600 Arch Street
Philadelphia, PA 19106

Connecticut

Federal Bldg., Rm. 613
450 Main St.
Hartford, CT 06103
(203) 240-3263

Delaware

(See Philadelphia, PA listing.)

Maine

(See New Hampshire listing.)

Maryland

Garmatz Federal Bldg.
101 W. Lombard St.
Baltimore, MD 21201
(301) 962-3822

Massachusetts

Thos. P. O'Neill Federal Bldg.
10 Causeway St.
Boston, MA 02222-1031
(617) 565-5900

New Hampshire

Thomas J. McIntyre Federal Bldg.
Room 104
80 Daniel St.
Portsmouth, NH 03801-3879
(603) 431-7115

New Jersey

Peter W. Rodino Jr. Federal Bldg.
970 Broad St.
Newark, NJ 07102
(201) 645-3673

(In Camden, dial (215) 597-7440.)

New York

Jacob K. Javits Federal Bldg.
26 Federal Plaza
New York, NY 10278
(212) 264-0422

Syracuse
James M. Hanley Federal Bldg.
100 S. Clinton St.
Syracuse, NY 13260
(315) 423-5660

Pennsylvania
Federal Bldg., Rm. 168
P.O. Box 761
Harrisburg, PA 17108
(717) 782-4494

Philadelphia
Wm. J. Green Jr. Federal Bldg.
600 Arch St., Rm. 1416
Philadelphia, PA 19106
(215) 597-7440

Pittsburgh
Federal Building
1000 Liberty Ave., Rm. 119
Pittsburgh, PA 15222
(412) 644-2755

Puerto Rico
Frederico Degetau Federal Bldg.
Carlos E. Chardon St.
Hato Rey, PR 00918
(809) 766-5242

Rhode Island
John O. Pastore Federal Bldg.
Rm. 310, Kennedy Plaza
Providence, RI 02903
(401) 528-5251

Vermont
(See New Hampshire listing.)

SAN FRANCISCO REGION

Office of Personnel Management
211 Main Street
San Francisco, CA 94105

Alaska
222 W. Seventh Ave., Box 22
Anchorage, AK 99513
(907) 271-5821

California
Linder Bldg., Third Floor
845 S. Figueroa Street
Los Angeles, CA 90017
(213) 894-3360

Sacramento
(Mail only)
1029 J St., Second Floor
Sacramento, CA 95814
(916) 551-1464
(Located at)
4695 Watt Avenue
North Highlands, CA

San Diego
Federal Bldg., Rm. 4-S-9
880 Front St.
San Diego, CA 92188
(619) 557-6165

San Francisco
(Mail only)
P.O. Box 7405
San Francisco, CA 94120
(Located at)
211 Main St.,
2nd Floor, Rm. 235
San Francisco, CA 94105
(415) 744–5627

Hawaii
(And other Hawaiian Islands and the Pacific Area.)
Federal Bldg., Rm. 5316
300 Ala Moana Blvd.
Honolulu, HI 96850
(808) 541-2791
(Oahu.)
(808) 541-2784
(Outer Islands and the Pacific Area.)

Idaho
(See Washington listing.)

Nevada
(See Sacramento listing.)

Oregon
Federal Bldg., Rm. 376
1220 S.W. Third Ave.
Portland, OR 97204
(503) 326-3141

Washington
Federal Bldg., Rm. 110
915 Second Ave.
Seattle, WA 98174
(206) 442-4365

WASHINGTON AREA SERVICE CENTER

Office of Personnel Management
PO Box 52
Washington, DC 20415
(202) 653–9260
TTY number, (202) 653–9260.

District of Columbia
(Metro Area)
1900 E St., NW
Rm. 1416
Washington, DC 20415
(202) 653-8468

STEPS IN THE EMPLOYMENT PROCESS

The First Step

The first step in seeking employment with the Federal Government is to learn as much as possible about the available career options. The *Federal Career Directory* will be an invaluable resource in helping you locate quickly department and agency occupational information. Then you can obtain more specific information from the agencies and departments of your choice by contacting them directly. By proceeding in this manner, you can find the best potential match between your skills, interests and career goals and the needs of specific agencies and departments. It will be to your advantage to focus on a few specific occupations, geographic locations and Federal agencies before beginning your actual job search. Avoid spreading your concentration on too many options. To find a government job, you should begin the search and application process as you would for any private sector position, several months prior to graduation.

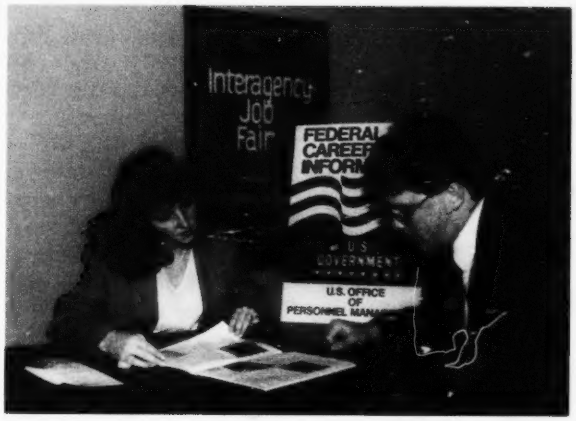
The Search—How Jobs are Filled

Approximately 80 percent of Federal jobs are filled competitively. This means that:

- the job opportunities are made public through Job Vacancy Announcements;
- applicants are evaluated impartially against qualification standards;
- applicants are assessed through a process which could involve a written examination or simply an evaluation of their education and work experience; and
- the most qualified candidates are selected first; without regard to race, religion, color, national origin, sex, age, marital status, political affiliation or disability.

There are other Federal jobs which are filled outside the competitive process. These are called excepted service jobs. These jobs are found in excepted service agencies. To fill their positions, excepted service agencies establish their own criteria for evaluating applicants and accept applications directly from candidates. Section XIV of the *Federal Career Directory* is devoted to *Excepted Service Agencies.*

Another way to enter the Federal workforce is through one of the many special employment programs. The Presidential Management Intern (PMI) Program, targeted at recruiting the government's future managers, is an example of a special employment program. Student programs such as Cooperative Education and Stay-In-School also fall in this category. Information on these programs can be found in *Directory* Sections X and XI, respectively. Other programs are aimed at special groups such as veterans, persons with disabilities and minorities. Section V of the *Directory,* entitled *Affirmative Employment Programs in the Federal Government,* describes these programs.



The Atlanta Region's Interagency Job Fair provides information to college students on Federal career opportunities.

Atlanta Region Photo

Where to Make Application or Who to Contact

To apply for a job in the competitive service, you should contact the Office of Personnel Management (OPM) or the Federal agency at which you are seeking employment. Remember, 80 percent of the Federal jobs are filled competitively.

For occupations that are common to many agencies—accounting, computer and computer related, scientific—OPM serves as a search firm. OPM accepts applications (when needs exist), evaluates (rates) them and places the names of qualified candidates on a list (inventory) for referral to agencies.

For positions for which one agency is the major employer—Federal Aviation Administration (FAA) for Air Traffic Controllers—the specific agency will accept applications directly from applicants and handle the hiring process on its own with some oversight from OPM.

For occupations in which there is a critical shortage of candidates—engineering, nursing, health and allied health fields—individual agencies are permitted with OPM approval to conduct their own hiring efforts and accept applications directly.

In summary, when applying for a position, you should find out whether you should file your application with OPM directly or directly with the agency.

Occupational Categories

There are several categories of positions which you need to know about so that you can apply for those jobs appropriate to your educational and work background. (A description of each category follows.)

ADMINISTRATIVE CAREERS WITH AMERICA

This category covers a wide range of entry-level administrative and professional occupations many of which do not have specific educational requirements. About 100 different types of occupations are filled through this program using one of two application methods—a written examination; or an application based on scholastic achievement, reflected by grade point average (GPA). The ADMINISTRATIVE CAREERS WITH AMERICA program provides an avenue for recent college graduates and other qualified entry-level job seekers to enter the Federal workforce. You may apply for jobs under this program when you are within nine months of graduation, or upon completion of the qualifying academic courses or three years' work experience. The positions in this category start at the General Schedule (GS) 5 and 7 grade levels.

Under the ADMINISTRATIVE CAREERS WITH AMERICA program, written examinations are offered in six different occupational groups. You can apply to take one or more exams from the following occupational groups:

Group I	Health, Safety and Environmental
Group II	Writing and Public Information
Group III	Business, Finance and Management
Group IV	Personnel, Administration and Computers
Group V	Benefits Review, Tax and Legal
Group VI	Law Enforcement and Investigation

You may also apply for one of the entry-level administrative or professional positions based on your scholastic record without having to take an exam. To do this, you must be a college graduate and have a GPA of 3.5 or higher, based on a 4.0 scale, for all completed undergraduate course work; or, have graduated in the upper ten (10) percent of your class. Federal agencies with vacancies can hire you directly on the basis of your GPA or scholastic standing. This can occur when Federal representatives schedule recruiting visits to your campus. Or, you can apply directly to the Federal agencies of your choice for employment consideration. You may receive additional consideration if you meet the GPA/scholastic provisions. The Office of Personnel Management (OPM) is establishing an Applicant Referral List. The Referral List will contain candidate names meeting the GPA/scholastic requirements. Usage of the Referral List by agencies is strictly optional. Your best bet is to make direct agency contact.

Sixteen entry-level positions under the ADMINISTRATIVE CAREERS WITH AMERICA program do not require a written test, but do require the completon of specific college course work. The following list identifies those positions:

Archeology
Archival Work (Archivist)
Community Planning
Economics
Educational Programming
Foreign Affairs
General Anthropology
General Education and Training
Geography
History
International Relations
Manpower Research and Analysis
Museum Management (Curator)
Psychology
Social Science
Sociology

Applications for these 16 non-test positions can be submitted to a local OPM Area Office only after the Area Office announces there are vacancies to fill. Hiring for these positions is limited. When vacancies occur, you can be considered by receiving a rating based on an evaluation of your education and work experience; or, by meeting the GPA/scholastic provisions previously outlined and completing the specific course work required. A Federal agency can hire you directly if you meet the GPA/scholastic provisions.

While opportunities for employment under the ADMINISTRATIVE CAREERS WITH AMERICA program vary from Occupational Group to Occupational Group, Groups III, IV, V and VI are projected to offer the greatest employment and career opportunities. For information on all the entry-level opportunities available under the ADMINISTRATIVE CAREERS WITH AMERICA program, call the CAREER AMERICA COLLEGE HOTLINE at 1-900-990-9200; or, contact one of the Office of Personnel Management's Area Offices or Federal Job Information Centers. A listing of the Area Offices and Federal Job Information Centers begins on page 252.

Specialized Occupations

This category covers those occupations which require the completion of certain college-level courses. A degree in the field normally meets the job requirements. No written test is required. These positions start at the General Schedule (GS) 5 and 7 grade levels. Call the CAREER AMERICA COLLEGE HOTLINE for application information. These occupations include:

Accountant/Auditor—Accountants are employed at most Federal installations throughout the country. Auditors are primarily concentrated in headquarters offices and are subject to frequent travel. Employment opportunities are excellent for well-qualified applicants.

Biologist—Applications are accepted continuously for those biological sciences positions that are most frequently available. These include: General Biologist, Microbiologist, Fisheries Biologist and Wildlife Biologist. Vacancies in other positions are advertised locally on an as needed basis.

Engineer—More than 105,000 professional Engineers are employed by the various Federal agencies. These agencies are continually recruiting graduates in all engineering disciplines. You should contact directly those agencies of interest to you. Agencies may make immediate offers of employment for most entry-level engineering positions.

Forester—Most positions are with the U.S. Forest Service, Department of Agriculture.

Mathematical Science—Along with the growth of computer operations in Federal agencies has come an increased need for mathematical scientists. The positions included are: Actuary, Computer Scientist, Mathematician, Mathematical Statistician, Operations Research Analyst and Statistician.

Physical Science—Federal agencies engaged in work involving the hard sciences have opportunities in Astronomy, Cartography, Chemistry, General Physical Science, Geodesy, Geophysics, Health Physics, Hydrology, Land Surveying, Metallurgy, Oceanography and Physics.

Public Safety Occupations

The requirements for the occupations covered under this category are more general. A bachelor's degree or equivalent experience is required. A written test must be taken. The entry-level grades for these occupations are General Schedule (GS) 5 and 7. These occupations include:

Air Traffic Controller—Air Traffic Control Specialists work for the Federal Aviation Administration, Department of Transportation. Appointees must successfully complete an 11-week training course.

Deputy U.S. Marshal—Deputy U.S. Marshals are employed exclusively within the U.S. Marshals Service, Department of Justice. Deputy U.S. Marshals perform a wide range of law enforcement duties. Marshals are required to carry firearms and appointees must successfully complete a 13-week training program at the Federal Law Enforcement Training Center in Glynco, Georgia.

Treasury Enforcement Agent—Treasury Enforcement Agents are employed with the Internal Revenue Service, Customs Service and the Bureau of Alcohol Tobacco and Firearms. Agents are required to carry firearms and appointees must successfully complete a 15-week training program at the Federal Law Enforcement Training Center in Glynco, Georgia.

U.S. Park Police Officer—Park Police Officers are employed by the National Capital Region, National Park Service, Department of the Interior. They perform law enforcement work involved in the protection of life, property and the rights of individual citizens on Federal property and land. Officers are initially appointed to the Washington, DC, area. Officers are required to carry firearms.

Technical Occupations

The jobs in this category are frequently called paraprofessional and provide support and technical assistance to professionals in particular areas. These occupations require practical knowledge of specialized subjects and require two years of technical experience, or a combination of two years of work experience and education above high school, or a two-year degree. A written test may be required. Technical jobs usually start at the GS-4 grade level. For information on these positions, contact one of the Office of Personnel Management's (OPM) Area Offices or Federal Job Information Centers listed beginning on Page 252. Also, contact the Federal agencies of your choice directly.

Clerical and Administrative Support Positions

Many of the people in top government jobs began their careers in these positions. Clerical and administrative support positions offer talented people—including college graduates—a way to get into the system and advance. This category represents the largest group of government employees. Most of these positions start at the GS-2 grade level which usually requires a high school diploma. For information on the positions in this category, contact one of OPM's Area Offices or Federal Job Information Centers. This listing begins on Page 252. Also, contact the Federal agencies of your choice directly.

You should now have a grasp on the types of Federal occupations available to you if you possess a college degree or equivalent qualifying experience; what is required to qualify for these positions; and how you go about making contact. Remember, the CAREER AMERICA COLLEGE HOTLINE—1-900-990-9200 for employment and application information. The next best information sources are the Federal Job Information Centers, the Area Offices and direct contact with the Federal departments and agencies themselves.

How to Locate Job Vacancies

On any given day, the Federal Government is likely to have several thousand job vacancies. Although these vacancies will be publicly announced, there is no central listing for all the Government openings nationwide. It is really up to you to uncover where the actual job openings exist. Here are some suggestions:

Contact directly the Federal departments and agencies of your choice. Under existing guidelines, agencies may be able to hire you directly if you meet minimum quality grade point average requirements. Many agencies have job information vacancy hotlines and toll-free numbers that operate around the clock to provide employment information. Consult Section IV of the *Directory, Introducing the Federal Agencies and Departments,* to discover which agencies and departments have such resources. When you contact an agency, you should have a fairly good idea of the kind of job you are looking for, or at least, one or more general fields of interest. Do not rule out jobs that are not directly related to your college major, because most government professional and administrative positions do not require a degree in any specific major.

Contact one of the Office of Personnel Management's Area Offices or Federal Job Information Centers. A list of the addresses and telephone numbers for these offices begins on Page 252.

Visit one of the State Employment Service (SES) Offices of the Department of Labor. There are over 2,000 of these offices nationwide. These offices maintain current information about Federal job vacancies through the Federal Job Opportunity Listing (FJOL). This computerized listing is issued by the Office of

Personnel Management's Regional and Area Offices at least monthly for posting at State Employment Service Offices.

Check with your college placement office. This office is a good source of Federal job information and application forms. It is also the point of contact for Federal agencies scheduling recruitment visits to your campus. The placement office should also have available a copy of the *Federal Job Opportunity Listing* previously mentioned.

Check for Federal job vacancy listings in a variety of non-Government newsletters available at most libraries.

Do not forget the grapevine. It is one of the most effective sources of employment information. If you know people who work for the Federal Government, ask them about opportunities where they work.

Call the Federal Government's Career America College Hotline which provides college students and recent graduates with employment, career and application information. There is a nominal charge of approximately 40 cents per minute for each Hotline call. The Hotline works best with a Touchtone phone, but it will accommodate a rotary phone. The Hotline is available 24 hours a day, 7 days a week. **Dial 1-900-990-9200.**

The Federal Application Form—the Legendary Standard Form (SF) 171

No matter where you apply for employment, the private or public sector, completion of an application form often is a necessary step in the job search process. The application form used for Federal employment is called the Standard Form 171 or simply the SF 171. It is used by all agencies at some point in the hiring process. You should do a thorough job of completing it. Make a master copy and always have several copies of the completed SF 171 available for distribution. On your master copy leave the sections blank that pertain to the job you are applying for, plus the date and signature blocks. These can be completed at the time of actual application. By preparing your SF 171 in advance, you will save yourself a lot of time and minimize your chances of not being able to compete for a Federal job because your application is not ready. It is also a good idea to have a copy of your college transcript ready to include with your application. This will eliminate your completing another government form related to your college courses.

In summary, while securing Federal employment may appear to be a difficult task, it is not impossible once you have the facts, know who to contact, what to ask and what to do. The rewards of a career in public service are great. President George Bush summed it up when he said, "Our principles are clear . . . Government service is a noble calling and a public trust. . . . There is no higher honor than to serve free men and women; no greater privilege than to labor in government beneath the Great Seal of the United States and the American flag."

Excepted Service Agencies

Some agencies are excepted from competitive service procedures. This means that these agencies have their own hiring systems which establish the evaluation criteria they use in filling their vacancies. This contrasts with most Federal civilian positions which are part of the competitive Civil Service. To secure one of these positions, you must compete with other applicants in open competition. You are evaluated by the U.S. Office of Personnel Management (OPM) or, in some cases, by the agencies themselves. Jobs are filled without regard to race, religion, color, sex, politics, national origin, age, physical disability or any other non-merit factor. Appointments to competitive Civil Service positions are made on the basis of ability, demonstrated through education, work experience, examination or a combination of these factors.

If you are interested in employment with an excepted service agency, you should contact that agency directly. OPM does not provide application forms or information on jobs in agencies or organizations outside the competitive Civil Service.

Major Excepted Service Agencies and Departments

Agency for International Development
Washington, DC 20523

Board of Governors of the Federal Reserve System
20th Street and Constitution Avenue, NW
Washington, DC 20551

Central Intelligence Agency
P.O. Box 1925
Washington, DC 20013

Defense Intelligence Agency
Civilian Staffing Operations Division (RHR-2)
Washington, DC 20340-3042

Federal Bureau of Investigation
10th Street and Pennsylvania Avenue, NW
Washington, DC 20520

General Accounting Office
Office of Recruitment
Room 4043-OD
441 G Street, NW
Washington, DC 20548

National Security Agency
Fort Meade, MD 20775

Nuclear Regulatory Commission
Office of Personnel
Washington, DC 20555

Postal Rate Commission
Administrative Office, Suite 300
1333 H Street, NW
Washington, DC 20268

Tennessee Valley Authority
Employment Services, ET 5C 50P-K
400 West Summit Hill Drive
Knoxville, TN 37902

U.S. Postal Service
(Contact your local Postmaster)

U.S. Department of State
(Foreign Service Positions)
Recruitment Division
P.O. Box 9317
Rosslyn Station
Arlington, VA 22209

In addition to being available at the Department of State, excepted Foreign Service positions exist in a number of other departments, agencies and organizations. For information on these excepted Foreign Service opportunities, contact should be made directly with each individual organization. These include:

Agency for International Development
Washington, DC 20523

Foreign Agricultural Service
Department of Agriculture
FAS Personnel
South Building
Washington, DC 20250-1000

International Trade Administration
Department of Commerce
Washington, DC 20230

United States and Foreign Commercial Service
Office of Foreign Service Personnel
Room 3226
14th and Constitution Avenue, NW
Washington, DC 20230

United States Information Agency
Special Services Branch
Office of Personnel
301 Fourth Street, SW
Washington, DC 20547

United States Mission to the United Nations
Personnel Office
799 United Nations Plaza
New York, NY 10017

Department of Veterans Affairs, Veterans Health Services and Research Administration

The Department of Veterans Affairs is especially interested in hiring Physicians, Dentists, Nurses, Nurse Anesthetists, Physicians' Assistants, Podiatrists, Optometrists, Expanded-function Dental Auxiliaries, Occupational Therapists, Pharmacists, Licensed Practical/Vocational Nurses, Physical Therapists and Certified/Registered Respiratory Therapists.

Employment inquiries related to these occupations should be made through one of the 172 VA Medical Centers located nationwide. If there is a VA Medical Center located in your area, the address and phone number can be found in your local telephone directory under U.S. Government. You may also write to:

Recruitment and Examining Division (O54E)
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

The Judicial Branch

The Judicial Branch of the Government includes all legal entities except the Administrative Office of the United States Courts and the United States Claims Court. For Judicial Branch inquiries contact:

Personnel Office
United States Supreme Court Building
1 First Street, NW
Washington, DC 20543
(202) 479-3000

To inquire about employment at the Administrative Office of the U.S. Courts and the U.S. Claims Court contact:

Personnel Division
Administrative Office of the United States Courts
Room L701
Washington, DC 20544

United States Claims Court
717 Madison Place, NW
Washington, DC 20005

The Legislative Branch

The Legislative Branch of the Government includes Senators' and Representatives' offices, the Library of Congress, and the Capitol. For Legislative Branch inquiries contact:

Placement Office
U.S. Senate
Washington, DC 20510
(202) 224-9167

Placement Office
U.S. House of Representatives
Washington, DC 20515
(202) 226-6731

To inquire about employment at the Library of Congress and at the Capitol contact:

Employment Office, LM-107
The Library of Congress
James Madison Memorial Building
101 Independence Avenue, SE
Washington, DC 20540

To inquire about employment at the Capitol, use the address and telephone number listed for either the Senate or the House of Representatives.

Additional Information Related to Excepted Positions

Even in agencies where most jobs are part of the competitive Civil Service, some are excepted by law from Civil Service examination requirements. Congress has ruled that it is impractical to examine for such positions as Attorney and Chaplain. Policy-making positions and those jobs requiring a close and confidential working relationship with people in policy-making positions are also excepted. An examination is not necessary for any excepted position.

Public International Organizations

The United States holds membership in numerous international organizations. Since these organizations are not part of the U.S. Government, the Office of Personnel Management cannot provide information on employment opportunities or application procedures. If you are interested, however, in making contact with these organizations, you may contact them directly as follows:

Recruitment and Training Division
International Monetary Fund
700 19th Street, NW
Washington, DC 20431

Pan American Sanitary Bureau
Pan American Health Organization
Regional Office of the World Health Organization
525 23rd Street, NW
Washington, DC 20037

Division of Personnel
Recruitment and Placement Section
United Nations Children's Fund
3 United Nations Plaza
New York, NY 10017

Division of Personnel
United Nations Development Program
1 United Nations Plaza
New York, NY 10017

United Nations Institute for Training and Research
801 United Nations Plaza
New York, NY 10017

United Nations Population Fund
220 East 42nd Street
New York, NY 10017

Office of Personnel Services
Recruitment Programs Section
United Nations Secretariat
New York, NY 10017

Vice President of Personnel
Recruitment Division/International Recruitment
World Bank, IFC and MIGA*
1818 H Street, NW
Washington, DC 20433

*IFC = International Finance Corporation; MIGA = Multilateral Investment Guarantee Agency

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Early evening picture of the Capitol, the Washington Monument and the Lincoln Memorial.

Cynthia Guin/Federal Reserve Board Photo